

ADDENDUM #3
**GREENVILLE CITY FACILITIES HVAC
EQUIPMENT REPLACEMENT PROJECT**
Mandatory Attendance Pre-Bid Meeting Notes
October 18, 2017 at 2:00 p.m.

1. Opening Remarks

- a. Introductions
 - i. Don R. Miller, Project Engineer
 - ii. Janelle Cross, City Prevailing Wage Coordinator
 - iii. Brett Horvath & Brian Merz, Air Force One
 - iv. Troy King, A Perfect Enterprise
 - v. Karl Whitaker, Osterfeld Champion Services
 - vi. Maurice Herron, Bolyard Heating & Cooling
 - vii. Scott Barga, Barga Heating & A/C
 - viii. Dave Leistner, Reliable Materials / Sidney Electric
 - ix. Rick Baker, Slagle Mechanical
 - x. Christian Egli, C G Egli (Arrived too late for mandatory attendance.)
 - 1. City's Law Director determined Egli is ineligible.
- b. Attendance Sheet –
 - i. This is a mandatory attendance meeting. Sign the attendance sheet legibly.

2. Bidder Briefing

- a. Instructions to Bidders
 - i. Bids Due – October 26, 2017 at 2:00 p.m. local time at 100 Public Square, Greenville, Ohio
 - ii. Time of Substantial Completion – May 31, 2018
 - iii. Time of Final Completion & Paperwork – June 30, 2018
- b. The bid documents provided shall be used for submission of the bids. The Completed Bid Documents as described in the Instructions to Bidders, along with any necessary additional documents, must be used to submit the bid.
- c. Bids will only be accepted from plan-holders who purchased specifications and plans from the City of Greenville.

3. Summary of Work

- a. Project is located on in the Greenville City Municipal Building and Fire Department, 100 Public Square and Greenville Police Department, 122 West Main Street, in Greenville, Ohio.
- b. The Project consists of providing materials, equipment and labor to replace HVAC equipment for four (4) split air conditioning systems in the fire station, six (6) split system furnace/air conditioning systems and one (1) split air conditioning system in the police station, and six (6) split system furnace/air conditioning systems and five (5) split air conditioning systems in the city offices building; one new non-ducted split air conditioning system in the police station is included in the project. All replacement split systems cooling

capacities are in the two (2) to five (5) ton range. Exhaust and ventilation air intake provisions will be modified and added to. The project includes duct modification and accessory work related to the equipment replacement. New lay-in acoustical ceilings are to be installed in some rooms. The project also includes replacement of two (2) heating boilers and three (3) domestic water heaters along with pumps and accessories related to the boilers and water heaters replacement work, and all related appurtenances for installation to be complete.

- c. The Engineer's estimate for the project is \$522,200.00.

4. Special Requirements

- a. Ohio Prevailing Wages are to be paid.
- b. Janelle Cross is the City's Prevailing Wage Coordinator.
- c. Employee interviews to verify wages will be conducted on the job site.
- d. City Income Tax is required to be paid for any work within the City.
- e. Sales Tax Exemption Certificate: City is exempt from all sales taxes for materials to be incorporated into the work. Exemption Certificate can be obtained from the City Auditor's office.
- f. 100% Bid and Performance Bond(s) are required, per Ohio Revised Code.
- g. Insurance Requirements are listed in Supplementary Conditions Article 6, \$1,000,000 / \$2,000,000.
- h. The City of Greenville is to be named as "additional insured" on the certificate of insurance.
- i. Bid forms are to be single sided. Forms that are two sided will not be accepted.

5. Pay Application Requirements

- a. Pay Requests must include the pay request forms in the spec book.
- b. Waiver of Lien
- c. Contractor's Affidavit
- d. Wage reports must be up to date for all workers before any pay request will be processed.

6. Questions / Addenda

- a. Additional questions must be submitted in writing by 12:00 Noon on Friday, October 20, 2017. Submit questions to don@donrmillerpe.com.
- b. Questions will be answered in writing and e-mailed by 12:00 Noon on Monday, October 23, 2017.

7. Special issues

- a. Addendum #1 and Addendum #2 were e-mailed previously.

8. Contractor's Questions

- a. Will a walk-thru be provided? Yes, directly after this meeting. If an additional visit is needed, contact Curt Garrison at 937-548-1819. The attic is accessed via service ladder. Police Department access is limited.
- b. Take note of the time frames and number of units down at one time as specified on the plans.
- c. Where noted on the Drawings occupants will vacate areas to receive major duct replacement for the indicated period of time.
- d. A classroom in the basement can be used as a field office.
- e. Seven units on the PD roof will be removed by the owner. Where indicated on the Drawings, existing flue and combustion air pipes may be used if they comply completely with the furnace manufacturer's written recommendations.
- f. The PD is getting a new roof which should be completed prior to the HVAC work. Two new curbs will be installed as part of the roofing project to be used for this HVAC project work. The existing exhaust fan will need to be replaced on one of these curbs. The other curb is for flue vent pipes.
- g. This is a complex project in existing, occupied buildings.

9. Meeting Minutes

- a. Meeting minutes and sign in sheet for this pre-bid meeting will be emailed to all attendees.

10. The project will be awarded after full review and City Council's blessing.

- a. The earliest possible date for award is November 8, but likely will be November 22.

11. Site Tour Questions

- a. It appears that asbestos insulation might exist on some piping to be removed or to be connected to at the water heaters in both buildings and on some of the duct insulation to be removed or to be connected to at the Police Building. How will any required asbestos abatement be handled? Answer: the Owner will have any asbestos encountered removed. The Contractor will not be required to abate asbestos containing materials.
- b. Are diffuser dampers and controls required to be removed where they exist on systems having duct bypass and pressure controls? Answer: this will be addressed in addendum #3.
- c. Where is the 60 amp circuit serving the electric heater for AHU-C7 to be fed from? Answer: If this is not clear in the Bid Documents, it will be addressed in Addendum #3.
- d. At the Police Building, would it be better to leave the abandoned conduit that penetrates up the chase to the roof in place rather than to remove it as called for. Answer: Remove it unless Addendum #3 calls for it to be left in place.

- e. Is the Mitsubishi mini-split system called out for the Police Building Server room the correct model to allow very low ambient temperature operation? Answer: this will be addressed in addendum #3.
- f. The four existing condensing units located just outside of the City Building Boiler Room are fed from an outdoor panelboard mounted on the wall adjacent to the units. Is it necessary to add the four disconnect switches shown to serve the four replacement condensing units? Answer: if this is to be changed, it will be addressed in Addendum #3.
- g. Where ceiling replacement is called for, is this part of the Work that must be performed? Answer: Yes. All work required by the Drawings and Specifications must be performed. Assuming that the Prime Contractor will be a mechanical contractor, they will need to have a general contractor as a sub-contractor as well as an electrical subcontractor.
- h. Does all work in the Boiler Room have to occur after April 15? Answer: No. Only the building heating system work must occur after April 15. Refer to the Phasing and Sequencing Notes for timing restrictions on the other work in the Boiler Room.