

**N BROADWAY & HARMON DR TRAFFIC SIGNAL PROJECT**  
**CITY OF GREENVILLE, OHIO**  
Mandatory Pre-Bid Meeting Notes  
August 28, 2018 - 10:00 a.m.

**1. Opening Remarks**

- a. Introductions
  - i. Curt Garrison, City Safety/Service Director
  - ii. Chad Henry, City Planning & Zoning Director
  - iii. Janelle Cross, Administrative Assistant
  - iv. Dan Wackerman, Security Fence Co.
  - v. John Hoffman, Capital Electric Line Builders, Inc.
  - vi. Bill Shuler, Bansal Construction, Inc.

**2. Bidder Briefing**

- a. Instructions to Bidders
  - i. Bids Due – Monday, September 10, 2018 at 10:00 a.m. local time at 100 Public Square, Greenville, Ohio
- 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. This project is located on North Broadway and Harmon Drive in the City of Greenville.
- b. The project consists of supplying equipment, materials, and labor associated with installation of a new fully functional traffic signal at the intersection of North Broadway and Harmon Drive and subsequent other items for installation to be complete.
- c. The Engineer's estimate for the project is \$162,178.78
- d. Time of Substantial Completion – March 31, 2019
- e. Final / Paperwork Completion – April 30, 2019
- f. Liquidated Damages - \$500 / day

**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. (1.5% of Medicare wages)
- 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.
- 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 Monday, September 3, 2018. Submit questions to [jcross@cityofgreenville.org](mailto:jcross@cityofgreenville.org).
  - b. Questions will be answered in writing and e-mailed by 10:00 on Monday, September 4, 2018.
- 7. Special issues**
- a. School traffic – Harmon Drive is a direct route to the High School so you will have school traffic in the morning and afternoon. If necessary, a short term detour could be arranged.
- 8. Meeting Minutes**
- a. Meeting Minutes for this Pre-Bid meeting will be emailed to all attendees by the end of business today.
- 9. Bid Award**
- a. Bids will be opened and read publically on September 10<sup>th</sup> at 10:00 AM. The project will be awarded after full review and City Council’s approval.
- 10. Question / Answer / Discussion**
- a. Are there DBE goals with this project? No.
  - b. The project does require directional boring.
  - c. The City has been and will be in contact with the property owners.
  - d. The northeast and southeast properties are very close.
  - e. Completion date will be hard to meet since it takes 6 to 8 weeks to get shop drawings and 20 to 22 weeks after approval for delivery of poles.
  - f. An addendum will be issued.
- 11. Site Visit**
- a. No one wanted a site visit.