



*City of Greenville, Ohio*  
100 Public Square  
Greenville, Ohio 45331  
Board of Control  
Phone: 937-548-4930  
kbenge@cityofgreenville.org

**AGENDA**  
**GREENVILLE CREEK WATER MAIN CROSSING**  
**CITY OF GREENVILLE, OHIO**

Mandatory Pre-Bid Meeting Minutes  
February 6, 2020 – 2:00pm

**1. Opening Remarks**

- a. Introductions/Sign in
  - i. Curt Garrison, Safety/Service Director
  - ii. Katie Benge, BOC Clerk
  - iii. Gary Evans, Water Superintendent
  - iv. Ann Kramer, Sunesis Construction
  - v. Bill Story, Caskey Construction
  - vi. Jacob Sowers, Double Jay Construction
  - vii. Tom Franklin, Culy Contracting
  - viii. Josh Durst, Durst Bros. Excavating
  - ix. Gavin Bixler, Brumbaugh Construction
  - x. Scott Pearson, CG Construction & Utilities

**2. Bidder Briefing**

- a. Instructions to Bidders
  - i. Bids Due – Thursday, February 20, 2020 at 10:00 a.m. local time at 100 Public Square, Greenville, Ohio
  - ii. The Engineer's estimate for the project is \$364,625.00
  - iii. Time of Substantial Completion – September 30, 2020  
Final / Paperwork Completion – November 30, 2020
- 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.
- d. The plans/spec book cost is \$41.00.

**3. Summary of Work**

- a. This project is located in the area of Memorial Drive, East Water Street, Walnut Street, the Greenville Creek and North Broadway.
- b. The project consists of the installation of a new 12 inch water main loop from Walnut Street to North Broadway, including a crossing of

Greenville Creek, as well as a water main replacement on Water Street between Walnut Street and Memorial Drive.

**4. Special Requirements**

- a. Ohio Prevailing Wages are to be paid.
- b. Katie Benge 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.
- e. We would like the wage reports on a weekly basis.

**6. Questions / Addenda**

- a. Additional questions must be submitted in writing by 12:00 Noon on Monday, February 10, 2020. Submit questions to kbenge@cityofgreenville.org.
- b. Questions will be answered in writing and e-mailed by 10:00 February 14, 2020.
- c. Please respond to all read receipt requests.

**7. Special issues**

- a. The fusible PVC is to be used on the bore and the City is not accepting alternate materials for it.
- b. Work will be done in easements and it is important to properly restore the areas where the work is done.

**8. Contractor's Questions**

- a. None.

**9. Meeting Minutes**

- a. Meeting Minutes 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 project will likely be awarded on the first or third Tuesday in March.