

AGENDA
WWTP UD ADDITION & SCREEN REPLACEMENT PROJECT
CITY OF GREENVILLE, OHIO

Mandatory Pre-Bid - Meeting Minutes
December 14, 2020 – 2:00pm

1. Opening Remarks

- a. Introductions
 - i. Ryan Delk, Safety/Service Director
 - ii. Jake Meinerding, Jones & Henry Engineers
 - iii. Katie Benge, BOC Clerk
 - iv. Don Knife, Waste Water Superintendent

2. Bidder Briefing

- a. Instructions to Bidders
 - i. Bids Due – Tuesday, December 22 2020 at 10:00 a.m. local time at 100 Public Square, Greenville, Ohio
 - ii. The Engineer’s estimate for the project is \$1,185,000.00
 - iii. Time of Substantial Completion – 270 Days from Notice to Proceed
Final / Paperwork Completion – 300 Days from Notice to Proceed
 - iv. UV Equipment is expected to be delivered April 1. System shall be functional 45 days after delivery.
- 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 at 209 N. Ohio Street in the City of Greenville. The Project consists of replacing and influent bar screen; reconstructing a chlorine contact basin for installation of a new UV disinfection system; a pre-engineered metal building; effluent flow meter; and associated electrical, mechanical, HVAC, and controls.

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.
- 6. Questions / Addenda**
- a. Additional questions must be submitted in writing by 12:00 Noon on Thursday, December 17, 2020. Submit questions to kbenge@cityofgreenville.org.
 - b. Questions will be answered in writing and e-mailed by 10:00 December 18, 2020.
- 7. Special issues**
- 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.**
- 11. Site Visit**