

MINUTES
MARTZ STREET WATER LINE PROJECT
CITY OF GREENVILLE, OHIO
Mandatory Pre-Bid - Meeting Minutes
March 16, 2021 – 2:00pm

1. Opening Remarks

a. Introductions

- i. Stephen Willman, Mayor
- ii. Ryan Delk, Safety/Service Director
- iii. Jacob Bertke, Choice One Engineering
- iv. Katie Bengé, BOC Clerk
- v. Gary Evans, Water Superintendent
- vi. Roxanne Willman, City Auditor
- vii. Denis Aslinger, Planning & Zoning
- viii. Troy Myers, Brumbaugh Construction
- ix. Josh Durst, Durst Bros Excavating
- x. Shannon Burns, M&T Excavating
- xi. Randy VanZant, Associated Excavating
- xii. Andy Delucio, Culy Contracting

2. Bidder Briefing

a. Instructions to Bidders

- i. Bids Due – Tuesday, March 23, 2021 at 10:00 a.m. local time at 100 Public Square, Greenville, Ohio
- ii. The Engineer's estimate for the project is \$105,000.00
- iii. Time of Substantial Completion – May 31, 2021
Final / Paperwork Completion – June 30, 2021

- 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 Martz Street in the City of Greenville. The project consists of installing a new 12" water main along Martz Street between the Darke County Fairgrounds entrance and Sweitzer Street.

4. Special Requirements

- a. Ohio Prevailing Wages are to be paid.
- b. Katie Bengé 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, March 18, 2021. Submit questions to kbenge@cityofgreenville.org.
 - b. Questions will be answered in writing and e-mailed by 10:00 March 19, 2021.
- 7. Special issues**
- a. Angular 9s can be used instead of 57s. There will be an addendum sent out.
 - b. The City contracted with Choice One for staking so there is no need to put that in the bid.
 - c. This project is coinciding with a project at the fairgrounds so time is important.
- 8. Contractor's Questions**
- 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 first council meeting after the bid opening is April 6, 2021.
- 11. Site Visit**