

**AGENDA**  
**COLLECTION, TRANSPORTATION AND DELIVERY**  
**OF RESIDENTIAL WASTE**  
**CITY OF GREENVILLE, OHIO**  
Mandatory Pre-Bid Meeting Minutes  
August 29, 2022 – 2:00pm

**1. Opening Remarks**

- a. Introductions
  - i. Ryan Delk, Safety/Service Director
  - ii. Katie Bengel, BOC Clerk
  - iii. Matt Myers, Street Superintendent
  - iv. Wes Wirrig, Street Foreman
  - v. Dusty Yingst, Rumpke

**2. Bidder Briefing**

- a. Instructions to Bidders
  - i. Bids Due – Thursday, September 1, 2022 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. The bids shall be received in accordance with the Legal Notice - Invitation to Bid, Instructions to Bidders, the Agreement and Proposal Form, all of which may be obtained from the City Planning & Zoning office or online at [cityofgreenville.org](http://cityofgreenville.org). Each bid must be submitted in a sealed envelope addressed to the Board of Control at 100 Public Square, and bearing on the outside of the envelope the name of the bidder, bidder's address, and plainly marked "Bid for Collection, Transportation and Delivery of Residential Waste."

**3. Summary of Work**

The principal items of the Required Services under this request for proposals includes the collection, transportation and delivery of all Acceptable Solid Waste including Bulky Waste, Separated Recyclable Materials, and Separated Yard Waste (as those terms are defined in the Bid Documents), generated by Residential Units and Public Buildings located within the City of Greenville, Ohio, to a properly licensed and permitted solid waste disposal and processing facility; the providing of Containers, Equipment, materials, maintenance, labor, record keeping and reporting and all other incidentals to perform all of the Required Services listed above and the services and obligations identified in the Instructions to Bidders and the Collection Agreement.

**4. Special Requirements**

- a. The Contractor agrees to comply with all requirements relative to the payment of wages as may be determined by the Ohio Department of Commerce,

Bureau of Wage & Hour Administration, as they may apply to the nature of the services contemplated herein. Katie Benge is the City's Prevailing Wage Coordinator.

- b. City Income Tax is required to be paid for any work within the City. (1.5% of Medicare wages)
- c. 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.
- d. Each bid shall contain the full name of every person or company interested in bidding and shall be accompanied by a \$50,000.00 bid bond, using the bid bond form provided with the Bid Documents, OR a Certified Check, Cashier's Check, or Letter of Credit on some solvent bank made payable to the City of Greenville, Ohio in the amount of ten percent of the total bid (as indicated on page two of the Proposal Form), as evidence of good faith by the bidder that a contract shall be entered into and its performance secured. The deposits of all bidders shall be returned when the successful bidder has entered into a contract and has furnished the necessary Performance Bond or when all bids have been rejected.
- e. Upon execution of the Agreement or within ten (10) days after receiving the notice of award, whichever event first occurs, the Contractor shall furnish and maintain for the life of this Agreement, a Performance Bond executed by a duly authorized surety acceptable to the City in all respects, or such other security acceptable to the City, in the amount of 100% of the amount set forth in Contractor's proposal.
- f. The amount of such liability insurance shall be adequate to provide full coverage of not less than \$2,000,000 each occurrence, \$2,000,000 aggregate for bodily injury and \$2,000,000 each occurrence, \$2,000,000 aggregate, for property damage. . The City shall be named as a named insured on all of the insurance policies required by this Agreement.
- g. Prior to commencing work under this Agreement, Contractor shall furnish to the City satisfactory proof that Contractor has paid current premiums for workers' compensation coverage for all persons employed in carrying out the work covered by this Agreement, and Contractor shall hold the City free and harmless for all personal injuries of all persons performing work for Contractor under this Agreement.

**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 4:00pm on Monday August 29, 2022. Submit questions to [kbenge@cityofgreenville.org](mailto:kbenge@cityofgreenville.org).

- b. Questions will be answered in writing and e-mailed by 10:00am August 30, 2022.
- 7. Special issues**
- 8. Contractor's Questions**
  - a. Contractor asked questions regarding the alternate bid structure, asked about the cart contents and discussed the list of free/included services.
- 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.**