

Hazen *Agenda*

September 12, 2018

Location: Percy D Miller Water Treatment Plant, 32 Pence Land Rd, Middletown, VA

Time: 11:00 am EST

Attendees: See Sign-in Sheet

Subject: Percy D Miller Water Treatment Plant Raw Water Pump Station Generator Replacement ITB No. 201816 – Non-Mandatory Pre-Bid Meeting

1. Introduction
 - a. Agenda Distributed
 - b. Sign-in Sheet
2. Bids
 - a. Bids are due before **3:00 PM local time, Thursday September 27, 2018** – at 4th floor of City Hall
 - b. Outside of envelope shall indicate Contractors current VA Contractors License No.
 - c. Bids Shall Contain the following:
 - i. Bid Form
 - ii. Contractor Qualification Data Sheet
 - iii. Non-Collusion Affidavit
 - iv. Bid-Bond
 - d. Bonds and Insurance
 - i. Bid Bond - 5% of the Bid
 - ii. Performance and Payment Bonds -100% of Contract
 - iii. Insurance as required by General and Special Conditions
3. Contract Award
 - a. As soon as possible
4. Questions and Correspondence
 - a. Email – All correspondence after this meeting shall be through email
 - b. Contact - Kelly.henshaw@winchesterva.gov
 - c. Questions received after September 24, 2018 may not be answered.
 - d. All questions/answers will be posted on City’s website – “Purchasing”.
5. Scope of Work
 - a. Work includes the replacement of an existing 750 kW standby generator with a new 1000 kW Generator. Project components include but are not limited to: removal of existing 2500 gallon buried fuel oil tank, construction of new 6000 gallon above ground dual wall steel fuel oil tank, addition of fuel monitoring and treatment equipment, new power and control connections to existing electrical distribution equipment, generator lighting, equipment pads, and site restoration.
 - b. Additional Excavation
 - c. Additional Backfill with VDOT 21A Stone

Job no

6. Owner and Engineer
 - a. Owner: City of Winchester Department of Public Services
 - b. Engineer: Hazen and Sawyer
 - c. RPR: City of Winchester

7. Contract Documents
 - a. Drawings and Specifications dated April 2018
 - b. Addenda as issued

8. Contract Times
 - a. 270 Calendar days following NTP
 - b. NTP will be issued upon execution of Contract
 - c. Liquidated Damages - \$1000/day

9. Working Hours
 - a. Normal Working Hours are 7:00 a.m. to 6:00 p.m. (Monday – Friday)
 - b. Work outside of normal hours requires written request 48 hours in advance

10. License and Permits
 - a. A business license is required through Warren County
 - b. Building, demolition and electrical permits have been obtained by the City through Warren County

11. Site Access
 - a. WTP access

12. Questions?