



# LICKING COUNTY LIBRARY

## Pre-Bid Meeting

### Main Library Landscaping Project

Thursday, February 6, 2020

11:00 AM

A pre-bid meeting was held at 11:00 AM in the 2<sup>nd</sup> Floor Conference Room at the Main Library. In attendance were Babette Wofter, Director, Bill Whipkey, Head of Building Services and Sandra Lodge, Fiscal Officer. Three potential contractors attended the meeting. (See sign-in sheet attached to these minutes)

**Please note: Additional Requests for Information (RFI's) were due on Friday, February 7, 2020 by 5:00 PM local time to [accounting@lickingcountylibrary.org](mailto:accounting@lickingcountylibrary.org)**

Babette Wofter opened the meeting by providing a general overview of the project which includes removal of a large portion of the landscape and installation of new plants and trees. Bids are due by Monday, February 17 at noon. The public bid opening will take place in the 2<sup>nd</sup> Floor Conference Room.

The floor was then opened for questions.

Q: The Jane Magnolia in the drawings is a multi-stem tree with a 2" caliper. Could you provide a height designation instead?

A: An 8'-10' Jane Magnolia is suggested.

Q: Will pay applications go through the architect?

A: No, the library will oversee the project and payments will be made through the Business Office at the library. A supplemental contract will be in place with the architect to field future questions.

Q: Must all the dirt be dug out and replaced? Is there an alternate to the "growers blend" that is indicated in the drawings?

A: Areas around the building and the "dirt road" can be tilled into existing soil. Islands in the parking lot must be dug out one foot down and soil replaced. Growers Blend is 80% topsoil and 20% organic material. An alternate of that same mixture is acceptable.

Q: Are there specifics guidelines in effect for this job in accordance with a drug-free workplace?

A: No, contractors are responsible for their own employees.

Q: Is both a bid bond and a performance bond required? If so, can the costs for these be included in the proposal?

A: Yes, a bid and performance bond is required. Yes, they can be included in the proposal.

Q: Is landscape fabric required?

A: No

Q: Will this install need to be done a certain times of the day/week? Weekends okay? Can areas be blocked off for work?

A: No specific hours are needed. Weekends are fine. A 24-Hour notice is required to block off specific areas. Notice should be made to the Library's Building Services Department.

Q: Is the area irrigated?

A: No, spigots are in place. Soaker hoses and hand watering will be required. This will be done through contracted landscape services and the building services staff at the library.

Q: Does this project include mulch or stone?

A: Black hardwood mulch.

Q: Is the contractor responsible for securing and installing the bollards in this project?

A: Yes

Q: Is this an Ohio Prevailing Wage Project?

A: Yes

Q: Where are the basins for the decorative gravel located? How much gravel is required?

A: The basins are in four corners around the main building and are part of the drainage near the window wells. Gravel should be placed one foot around each basin.

Q: Where is the metal edging to be around the "dirt road"?

A: See drawing on page L-1 in an "L" shape near sections 3,4 and 5.

Q: What is the time line for payments?

A: The Business Office cuts checks every two weeks in the middle and end of each month. Invoices submitted by the 1<sup>st</sup> of the month would be paid by the 15<sup>th</sup>.

Q: Does the contractor create the schedule of values on the AIA sheet or does the Business Office?

A: The contractor will create those values.

The meeting adjourned at 11:30 AM