In an effort to maintain essential City services and heed the advice of experts at Franklin County Public Health and the U.S. Centers for Disease Control & Prevention (CDC) regarding the preservation of public health and safety during the COVID-19 outbreak, City staff is making every effort to limit face-to-face meetings and leverage teleconferencing and web conferencing where practicable.

In alignment with this effort, **Wednesday's (March 18, 2020) 10:00 AM non-mandatory pre-bid conference will solely be held as a teleconference/web conference. THERE WILL BE NO FACE-TO-FACE MEETING.** A meeting agenda has been attached to this notice.

**Join via Hangouts Meet**
meet.google.com/otu-wpic-puh

or

**Join by phone**
+1 678-653-1925 PIN: 599 875 752#
Substation No. 1 Rebuild  
Project No. 2020-300  
PRE-BID CONFERENCE  
10:00 AM, Wednesday, March 18, 2020

I. **Introductions:** Stephen J. Garnick, P.E., Operations Manager; Tom Patterson, Procurement Coordinator; Paul Turner and Billy Santry from GPD Group
   a. Meeting Participants – Please email Bids@westerville.org to be added to the digital sign-in sheet

II. **Staff Contacts**  
    Stephen J. Garnick, P.E., Operations Manager (Point of Contact for written questions – Bids@westerville.org)

III. **Bid Closing/Due Date**  
    • April 9, 2020, 3:00 PM (local time)

IV. **Completion Date**  
    • September 30, 2021

V. **Bidding Forms**

<table>
<thead>
<tr>
<th>Name</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Guaranty</td>
<td>Required</td>
</tr>
<tr>
<td>Bid Schedule (BIDDER signature required)</td>
<td>Required</td>
</tr>
<tr>
<td>Experience Record</td>
<td>Optional (needed within two (2) business days of the closing time)</td>
</tr>
<tr>
<td>Name</td>
<td>Requirement</td>
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</tr>
<tr>
<td>Subcontractors Form</td>
<td>Optional (needed within two (2) business days of the closing time)</td>
</tr>
<tr>
<td>Noncollusion Affidavit</td>
<td>Optional (needed prior to the issuance of the Notice to Proceed)</td>
</tr>
<tr>
<td>Personal Property Tax Affidavit</td>
<td>Optional (needed prior to the issuance of the Notice to Proceed)</td>
</tr>
</tbody>
</table>

- Hard copies may be purchased directly at Key Blueprint, 1920 Schrock Rd, Columbus OH 43231, (614) 899-6180
- Electronic Documents are available at no cost via the City’s Bonfire Procurement Portal
  - [https://westerville.bonfirehub.com/opportunities/24643](https://westerville.bonfirehub.com/opportunities/24643)
  - Vendors new to the City’s Bonfire Procurement Portal will need to create a FREE Bonfire account (takes less than a minute)

VI. Submission Instructions
- Hard Copy Bids must be submitted in a sealed envelope, addressed to the City Manager, 21 S. State Street, Westerville, OH 43081. **Hard Copy submission option will be removed with Addendum No. 01.**
- Electronic Bids must be uploaded at:
  - [https://westerville.bonfirehub.com/opportunities/24643](https://westerville.bonfirehub.com/opportunities/24643)
- It is the sole responsibility of the Bidder to see that their Bid is received by the proper time.

VII. Project Overview (Steve, Paul and Billy)
- Project Scope
- Bid Alternates
- Coordination with Major Equipment Vendors
  - Switchgear and Transformer Vendor Responsibilities
- Safety of Public – no open gates
- Lay Down Areas, Office Trailers, Conex Storage Containers
- Overhead Lines, Energized Equipment
- Outage Planning
VIII. Contractor Questions

IX. RFI’s
   • Direct in writing to Bids@westerville.org or the Project Portal. Written questions must be received by April 3, 2020, 3:00 PM (local time).
   • Any interpretation of the Contract Documents will be made only by Addendum duly issued, a minimum of 72 hours prior to the bid closing date and time.

X. Wrap Up