



December 23, 2019

Subject:

CDBG FY19 Xenia Area FISH Food Pantry Building Renovation

Enclosed you will find work specifications from LJB Inc. If you would like to submit a sealed bid, please review the specifications and submit a bid on the enclosed specification sheet. Also enclosed are the current prevailing wage rates that must be paid.

January 13, 2020 10:00 a.m.	Mandatory pre-bid meeting will be held on Monday, January 13, 2020. Xenia Area FISH Food Pantry 774 Cincinnati Avenue Xenia, OH 45385
January 23, 2020 Before 11:00 a.m.	Bids shall be submitted in sealed envelope, properly identified w/bidder's name, bid opening date, and a statement that it is a sealed bid covering the material or services for which the bid is submitted. Bids shall be addressed to Greene County Board of Commissioners. 35 Greene St. Xenia, OH 45385 *Bids received after 11:00 a.m. on the 23rd, will not be included in the eligible bids for the project.
January 23, 2020 11:00 a.m.	Bids will be publicly opened at 35 Greene St. Xenia, OH 45385 and read aloud for public record.

Each bidder must insure that all employees and applicants for employment are not discriminated against because of race, color, religion, handicap, age, familial status, sex, or national origin.

If, at the time of this contract is to be awarded, the lowest and most responsive base bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Greene County Board of Commissioners as available to finance the contract, the contract will be awarded on the base bid only. If such a bid exceeds such amount the Greene County Board of Commissioners may reject all bids or may award the contract on the base bid combined with such deductible alternates applied in numerical order in which they are listed in the Form of Bid, as produces a net amount which is within the available funds.

The contractor shall comply with the laws of the State of Ohio relating to insurance coverage and shall carry during the performance of this contract, and keep in full force, Workers' Compensation Insurance. A copy of the document evidencing said Workers' Compensation coverage shall be furnished to the Greene County Board of Commissioners upon request.



The contractor agrees to obtain and maintain, at their expense, at all times throughout the term of this contract, a policy of professional liability and commercial general liability insurance with an insurance company licensed in the State of Ohio. The policy shall have limits of not less than one million (\$1,000,000) per occurrence and two million (\$2,000,000) aggregate to cover any loss, liability or damage alleged to have been committed by the contractor or the contractor's agents, servants, or employees.

If operation of an automobile occurs in commencement of services by the performance of this contract, the automobile liability insurance shall be mandatory in the amount of one million (\$1,000,000) per occurrence and two million (\$2,000,000) aggregate.

All policies shall name the Board of Greene County Commissioners and the contracting Department as additional insured.

This work is also subject to the conditions for contractors in the U.S. Department of Housing and Urban Development, Community Development Program and Executive Order 11246 as amended. Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in the U.S. Department of Labor regulations (41CFR, Part 60.)

Thank you for your time, we look forward to hearing from you. Please feel free to contact me if you have any questions: 937-562-5350.

Respectfully,

Sarah Mault  
Community Development Coordinator  
Greene County Department of Development