

MINUTES OF A PRE-BID MEETING OF THE OF THE
PUBLIC SERVICE BOARD OF THE MINERAL WELLS
PUBLIC SERVICE DISTRICT HELD TUESDAY, AUGUST
19, 2003, IN THE DISTRICT'S OFFICE LOCATED AT
MINERAL WELLS, WEST VIRGINIA

Mr. Charles Stewart, Chairman, called the meeting to order at 10:25 a.m. He asked everyone present to sign the attendance roster. Charles Stewart; Roy L. Radabaugh, Treasurer; James R. Lett, Secretary; Margaret Batten, Office Manager; Nellie Radcliff, Office Clerk; R. Shayne Brabham, Operations Manager; Bob Orders, Sr., Orders Construction Company; Dale Fitzpatrick, AIPC; David Romine, Specialty Piping Co.; Terry Romine, Specialty Piping Co.; John Bosley, Jr., Bosley Construction Co.; and Manning Frymier, P. E. Cerrone Associates, Inc. were present

Mr. Stewart turned the meeting over to Mr. Frymier. Mr. Frymier informed the contractors of the bid opening requirements for the Plant Dechlorination/Dover Drive Sewer Repair Project. He informed them that it would be a two envelope system and that the following items be included in the bid-opening requirements envelope.

A. Bid Requirement Envelope

1. Bid Bond (must be co-signed by a West Virginia Agent)
2. West Virginia State Revolving Fund MBE/WBE/DBE Requirements Certification
3. EEO Certification
4. Certification of Non Segregated Facilities
5. Certification of Receipt of All Addenda to Plans and Specifications

B. Bid Proposal Envelope

1. Bid Proposal (only)

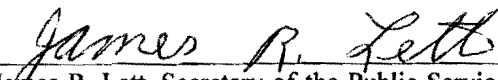
If there are any questions concerning the MBE/WBE Requirements the contractors should contact Carrie Grimm (304) 558-0637 Ext. #310. Mr. Frymier reminded the contractors that they are required to include Minority - / Women-Owned Businesses when preparing their bids. Documentation of their efforts will have to be submitted to the MBE/WBE office.

The contractors present did not need to review the construction plans concerning the Plant Dechlorination and the Dover Drive Sewer repair project. They did not have any questions or comments.

This concluded the meeting and Mr. Frymier turned the meeting back over to Mr. Stewart. All business having been complete, Mr. Lett made a motion to adjourn the meeting. Mr. Radabaugh seconded the motion. Mr. Stewart adjourned the meeting at 10:43 a.m.

CERTIFICATION

I, James R. Lett, Secretary of the Public Service Board of the Mineral Wells, Public Service District, a West Virginia corporation, do hereby certify that the foregoing and hereto annexed Minutes are a true and accurate record of the meeting held at the time and place aforesaid.


James R. Lett, Secretary of the Public Service Board of the Mineral
Wells Public Service District, Mineral Wells, West Virginia