



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

July 22, 2024

**NOTICE TO PROSPECTIVE BIDDERS - SMALL BUSINESS ENTERPRISE**

**Contract ID:** DN12134289  
**TIP:** N/A  
**Federal Aid:** To Be Determined  
**WBS:** 21S.044  
**County:** Henderson, Polk, Transylvania  
**Description:** ID-IQ On-Call Tree Services - District 1 at Various Locations  
Throughout Henderson, Polk, and Transylvania Counties  
**Project Length:** **Varies**  
**Letting Date:** August 13, 2024

The Department of Transportation does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by this program on the basis of race, color, sex, political affiliation/ influence, or national origin.

**SBE PROGRAM INFORMATION**

This is an SBE contract and to qualify for the NCDOT SBE Program a firm must have an annual gross income of \$1,500,000 or less, exclusive of materials. **Only contractors currently certified as an SBE Contractor by the Contractual Services Unit of NCDOT and listed in the Directory of Transportation Firms at bid opening will be eligible to bid on this project. Prospective bidders who qualify for the SBE Program and are not currently certified should submit a completed application packet prior to bid submittal to allow for review time. The application packet and additional information on the program may be obtained online at:**

<http://www.ncdot.org/business/ocs/sbe/>

Per G.S. 136-28.10, a NC General Contractor's license may be waived for SBE contracts. For this proposal/contract, the NC General Contractor's license is not required.

Per G.S. 136-28.10, contract payment and performance bonds may be waived. For this proposal/contract, the contract payment and performance bonds are not required.

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS - DIVISION 14  
253 WEBSTER ROAD  
SYLVA, NC 28779

*Telephone:* (828) 586-2141  
*Fax:* (828) 586-4043  
*Customer Service:* 1-877-368-4968

*Location:*  
253 WEBSTER ROAD  
SYLVA, NC 28779

*Website:* www.ncdot.gov

## **BIDDER REQUIREMENTS**

**Ariba Vendor Requirements** - The Department of Transportation has implemented a new vendor system. For this proposal/contract, the new vendor system requires that those contractors submitting a bid register as an Ariba Vendor, even if your firm was previously registered under the old system. Attached is a registration packet that will need to be completed and submitted with your paper bid, in the same sealed envelope. If your firm has already been onboarded to the new Ariba system, then you do not need to submit the onboarding packet with your bid. Failure to register under this new system may result in a delay of award or in the Department opting not to award your firm the contract should you be the low bidder.

**Bidders must attend the pre bid meeting and sign the sign in sheet to be considered a valid plan holder; details regarding the meeting day, time, location, and point of contact can be found in the proposal. Bidders should bring a printed copy of the proposal, plans, and any relevant supplemental documentation to the pre-bid meeting, as hard copies of these documents will not be supplied by NCDOT.**

## **BID OPENING**

Sealed bids must be received in the Division 14 Office at 253 Webster Road, Sylva, NC 28779 by 2:00 PM on Tuesday, August 13, 2024. Bids will be opened and publicly read at NCDOT Division 14 Office, 253 Webster Road, Sylva NC, at the above date, shortly after the time that the bids submissions are due. The As-Read Bid Summaries will be posted within 48 hours of the bid opening. Results **will not** be provided by any other means than posting to the website.

## **BID DOCUMENTS**

The contract proposal plans, and supplemental project information are available online at <https://connect.ncdot.gov/letting/Pages/Division.aspx>.

The printing of all bid-related documents, including the proposal, plans, and any supplemental project information shall be the responsibility of the bidder. Division 14 no longer provides hard copies of bid documents.

## **SUPPLEMENTAL BIDDING INFORMATION**

### **ADDENDA**

- All addenda files will only be posted on the Division 14 Bidding & Letting website: <https://connect.ncdot.gov/letting/Pages/Division.aspx>

### **ASSISTANCE**

- Project specific questions should be directed to the Division 14 Contract Office at [d14contracts@ncdot.gov](mailto:d14contracts@ncdot.gov).