



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

March 30, 2017

CONTRACT: 11691310
WBS ELEMENT: To Be Determined
COUNTY: Beaufort, Carteret, Craven, Greene, Jones, Lenoir, Pamlico, Pitt
ROUTE: Various
DESCRIPTION: On-Call Annual Needs for Seeding and Mulching

TO: Perspective Bidders


Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on March 29, 2017 at 10:00 am in the Division 2 Conference Room. Those in attendance are on the attached sign in sheet.

Ms. Moore began the meeting with reviewing the proposal. Items that were highlighted were;

- Instructions to Bidders
- This is a Small Business Enterprise Program (SBE) project
- Date of Availability (DOA) May1, 2017 and Date of Completion (DOC) April 30, 2017.
- Liquidated Damages are \$300.00 per calendar day.
- Work Times
- No Bonds Required for this contract
- Payment Submittals
- No Major or Specialty Items are included in this contract.
- No MBE or WBE Goals are required for this contract. Addendum 1 will be issued to correct page 11.
- Liability Insurance
- Roadway Provision "**Mobilization**", separate line items for each County.
- Review of the Bid Form
- Sign Addendum acknowledge page

Sincerely,

A handwritten signature in cursive script that reads "Mary V. Moore". The signature is written in black ink and is enclosed within a blue rounded rectangular border.

714C11DCCEBC4C6...

Mary V. Moore

Division Contract Engineer

cc: Mr. William Kincannon, PE
Mr. Van Sparrow
Mr. Rich Godley
Ms. Claudia Wainwright