



PAT McCRORY
Governor

NICHOLAS J. TENNYSON
Secretary

May 16, 2016

CONTRACT: 11600356
WBS ELEMENT: To be determined
COUNTY: Pamlico
ROUTE: Various
DESCRIPTION: Dead Animal and Trash Removal and Disposal

Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on May 13, 2016 at 11:00 am at the Craven County Maintenance Office.

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

- Notification of work from the NCDOT to the Contractor will be by email only, with the exception of the Emergency Response.
- The camera used must be GPS enabled to show the location coordinates, time, and date.
- For the disposal of dead animals, the Contractor is responsible to know and follow the local laws and ordinances. The NCDOT will not provide any help in the disposal of the carcasses.
- Pictures of debris should show the approximate location and detailed enough to verify the count
- When called for trash bag pick up, the NCDOT will provide an estimated amount of bags to be picked up. If you arrive onsite and the number of bags is 10% or more over the estimated amount, you must call in to notify the NCDOT of the discrepancy before picking them up.
- If the number of items differ from amount picking up, for example if count was only for bags and there is a combination of bags and large debris, take separate pictures of the bags and debris and record both on the log sheet.
- The Contractor is responsible for the disposal of all trash, they should do their own research and know the costs associated with the local landfills, prior to submitting their bid.
- The importance of completely filling out the Execution of Bid, the Bid Form, and the Substitute Form W-9, was stressed.

There being no further business, the meeting was adjourned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Lentine', written over a white background.

Sarah Lentine
Division Contract Officer

cc: Mr. Preston Hunter, PE
Mr. Gordy Eure



