



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

August 4, 2025

CONTRACT: PR25360
WBS ELEMENT: VARIOUS
COUNTY: BEAUFORT, CARTERET, CRAVEN, GREENE, JONES,
LENOIR, PAMLICO, AND PITT
ROUTE: VARIOUS
DESCRIPTION: DIVISION 2 IDIQ SNOW AND ICE REMOVAL

TO: Perspective Bidders

Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on July 30, 2025 at 11:00 am in the Division 2 MOST 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
- Date of Availability (DOA) October 1, 2025, and Date of Completion (DOC) September 30, 2026.
- This is a non-exclusive contract and multiple awards can be made.
- Upon mutual agreement, the contract can be renewed for 4 additional years.
- Increases in the Equipment Operating Rate is dependent on the Consumer Price Index during the contract time. This is the only line item that will be increased upon renewal of the contract.
- MBE/WBE Goal is 0%. Contractors must self-perform 40% of the original contract amount.

Rhett Gerrald highlighted the following:

- There is a three (3) hour mobilization time for anywhere in the Division. There is no payment for mobilization or demobilization. The Contractor will be paid for three (3) hours of Equipment Operating Rate.
- The bid is for 5 trucks. Should the Department decide to add additional trucks, in addition to the 5 trucks requested to the contract, a supplemental agreement will be created detailing the number of trucks. The supplemental

agreement unit price will be based solely on the contract unit bid price with no adjustment.

- Inspection of the work
- Supervision by the Contractor. The Supervisor shall have a pick-up truck and shall not be a snowplow operator. The Supervisor is incidental and should be included in the bid price of the Truck and Driver.
- Equipment required to be provided.
- Material Spreader can be of any type as long as it can be operated safely, and it meets the capacity and rate requirements.
- One supervisor is required.
- Trucks will run 24 hours a day while drivers should drive no more than 12 hours at a time.
- Equipment is subject to inspection by the Engineer at any time.
- Equipment should be in in good operating equipment and be operated by properly trained and qualified personnel.
- If the Contractor is asked to stage before a storm, time will start at the time the contractor is told to report.
- Trucks can be sent anywhere in the Division as needed. Engineer will try to keep trucks together but it will depend on the conditions and where crews are needed.
- The dry-run will be held yearly and scheduled between October 15th and November 30th. The rate paid for the dry-run will be \$35 per hour per eligible person.
- Contractor personnel shall be trained and knowledgeable to operate all equipment to perform calibrations. Failure to meet this requirement will be grounds for immediate termination of the contract.
- Copies of Drivers Licenses of all drivers will be taken at the dry-run.
- The annual outfitting fee and payment for was discussed. The Contractor will be paid 50% of the yearly fee after completion of the training session. The remaining 50% will be paid upon the completion of the winter season on March 31st.
- If the Contractor does not repair or replace any equipment within a reasonable timeframe, as established by the Engineer, this shall constitute grounds for termination of the contract and the Contractor will be invoiced for all outfitting fees and other payments previously made to the Contractor as determined by the Engineer.
- Hourly payment for truck during storm will not be paid for downtime due to meals, equipment failure, equipment maintenance, accidents, or other conditions.
- NC DOT will provide all necessary brine, salt, sand, etc.

Sincerely,

DocuSigned by:
Mary Voelker Moore
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Mary Voelker Moore, PE
Division Contract Engineer

cc: Mr. Jordan Davenport, PE
Mr, Rhett Gerrald, PE
Ms. Heather C. Lane, PE
Mr. Anthony Mulligan
Mr. Marshall Edwards

