



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

September 27, 2017

CONTRACT: 11733122
WBS ELEMENT: To Be Determined
COUNTY: Beaufort
ROUTE: Various
DESCRIPTION: Dead Animal and Trash Removal and Disposal from Various State System Routes

TO: Perspective Bidders

Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on September 27, 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
- The contract is for a Small Business Enterprise. All bidders must be pre-qualified as a SBE by the Contractual Services Unit of NCDOT.
- Date of Availability (DOA) December 1, 2017 and Date of Completion (DOC) June 30, 2018.
- If contacted by 12:00 pm, the Contractor shall pick up the dead animal or trash by the end of the day. If contacted after 12:00 pm the dead animal or trash shall be picked up by 12:00 pm the following day. It is anticipated that the Contractor have an employee in the County every day.
- Work Times
- No DBE Goals are required for this contract.
- Liability Insurance. Please note that this includes workers' compensation "irrespective of whether having regularly in service fewer than three employees."
- Roadway Provision "**Dead Animal Removal and Disposal Provision**".
- Roadway Provision "**Trash Removal and Disposal Provision**".
- Roadway Provision "**Basis of Payment Provision**" noting that the price shall be full compensation for all work.

- All quantities are estimates.
- The DOC will not provide litter clean up to the DOT.
- Typically there are 2-3 calls from citizens a month for pick-ups. Bid as if the Contractor needs to call the Maintenance Yard before each pick up.
- Contractor must provide a GPS camera with time and date stamp on the picture. Nikon AW130 is a capable camera. The burden of payment is on the picture. Pictures should be taken so trash bags can be counted.
- Paperwork should be turned into the maintenance yards before the end of business the following business day.
- Payment is made per animal. Cat and bear are the same price.
- No Emergency calls at night and weekends.
- Trash Removal and Disposal is not for litter pick-up or storm debris. It is for trash bags to refrigerator size items.
- Contractor would get paid for Emergency Response line item and the line item picked-up if called by DOT. Emergency Response will only be applicable if called and noted by the applicable Engineer.
- According with SP 108A, if a contractor misses 2 calls in a month they are in default of the contract.
- Site Visit- No Dead Animal line item is not included in this contract.

Sincerely,
DocuSigned by:

Mary Voelker Moore

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Mary Voelker Moore
Division Contract Engineer

cc: Mr. Preston Hunter, PE
Mr. Jeremy Stroud, PE
Mr. Robby Taylor
Mr. William Kincannon, PE
Ms. Claudia Wainwright

