



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

April 24, 2023

**NOTIFICATION OF AWARD – BONDS ARE NOT REQUIRED**

Russell Enterprises, LLC  
350 Westerman Place  
Smithfield, NC 27577

Contract No.: D3POC0172  
TIP No.: N/A  
Federal Aid No.: Federal Provisions  
WBS Element: 3.106511, 3.106531, and 3.206511  
Counties: New Hanover  
Description: SMALL BUSINESS ENTERPRISE On Call – ID/IQ  
Cut & Shove Crew for Removal of Storm Related Debris from  
State Maintained Roadways

Dear Sir:

I am pleased to inform you that **Russell Enterprises, LLC** has been awarded the contract for the above project based on the bid submitted on **April 20, 2023** in the amount of **\$41,650.00**.

Please provide the following within 14 calendar days from the date you receive your award letter:

- A. One (1) ORIGINAL current Certificate of Insurance *with the following three items included in the Description of Work section:*
1. *The contract number and description of work listed above,*
  2. *County(ies) of contract, and*
  3. *NCDOT listed as additionally insured.*

**This certificate must now be mailed or emailed directly from your provider to Tootie Murphy.**

- B. Two (2) ORIGINAL sets of Executed Payment and Performance Bonds  
C. One (1) ORIGINAL Subcontractor Letter(s) of Intent for each subcontractor  
D. Two (2) ORIGINAL Execution of Contract forms  
E. One (1) ORIGINAL SPA-1 form if applicable

*If applicable to this contract*, documents listed directly above (B-E) should be returned **as one package** to **Tootie Murphy**. Ms. Murphy's address is **5505 Barbados Blvd, Castle Hayne, NC 28429**. The Execution of Contract Forms are available on the NCDOT web site at <https://connect.ncdot.gov/letting/Pages/Central-Letting-Forms.aspx>. Please remember that work may not start before the contract has been properly executed.

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
5505 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

Telephone: 910-341-2001  
Fax: 910-675-0143  
Customer Service: 1-877-368-4968

Location:  
5505 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

Website: [ncdot.gov](http://ncdot.gov)

In addition, your attention is directed to Articles 107-16, 108-1, 108-2 and 108-3 of the *Standard Specifications* relative to prosecution of work, progress schedule and preconstruction conference. Information regarding these items should be addressed prior to beginning work. Please forward remaining information to the **County Maintenance Engineer, Kathy Stephens** as soon as possible so that a preconstruction conference can be held. Ms. Stephen's mailing address is **5310 Barbados Blvd., Castle Hayne, NC 28429**, telephone number is **(910) 341-2250**, and email address is **kstephens@ncdot.gov**.

In accordance with Article 104-2 of the Standard Specifications, it will be necessary for you to submit the name of those individuals within your organization who will be authorized to sign supplemental agreements that may be necessary in the performance of the work under this contract. Please furnish this information to the **County Maintenance Engineer, Kathy Stephens**.

If you have any questions, please contact me at (910) 341-2001.

Sincerely,

DocuSigned by:  
  
02B404268BC84C2...  
Jonathan W. Mitchell  
Division Contract Engineer

JWM/stm

cc: D. Chad Kimes, PE, Division Engineer  
Caitlin Marks, PE, Deputy Division Engineer  
Adrienne Cox, Division Planning Engineer  
Katie Hite, PE, Division Project Development Engineer  
David Leonard, PE, Division Project Team Lead  
Anthony W. Law, Division Construction Engineer  
Daniel Cumbo, PE, Assistant Division Construction Engineer  
Trevor Carroll, PE, Division Maintenance Engineer  
Jessi Leonard, PE, Assistant Division Maintenance Engineer  
Kathy Stephens, County Maintenance Engineer