



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

December 19, 2022

NOTIFICATION OF AWARD – BONDS ARE NOT REQUIRED

Russell Enterprises, LLC
350 Westerman Place
Smithfield, NC 27577

Contract No.: D3POC0149
TIP No.: N/A
Federal Aid No.: State Provisions
WBS Element: PER SITE
Counties: Onslow and Pender
Description: District 1 On Call Tree Trimming, Cutting, and Stump Grinding Services
as Needed – SBE

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 **December 15, 2022** in the amount of **\$439,000.00**.

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

- 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 emailed (hardcopy is also acceptable) directly from your provider to NCDOT.*
- One (1) ORIGINAL SPA-1 Form if applicable

These documents 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.

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 **Division Roadside Environmental Engineer, Keith Groves**, as soon as possible so that a preconstruction conference can be held. Mr. Groves' mailing address is **803 Penderlea Hwy., Burgaw, NC 28425**, telephone number is **(910) 259-4919**, and email address is **bkgroves@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 **Roadside Environmental Engineer, Keith Groves**.

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
Adrienne Cox, Division Planner
Katie Hite, PE, Division Project Development Engineer
David Leonard, PE, Division Project Team Lead
Anthony W. Law, Division Construction Engineer
Trevor Carroll, PE, Assistant Division Construction Engineer
Caitlin Marks, PE, Assistant Division Maintenance Engineer
Keith Groves, Roadside Environmental Engineer