



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 Westeman Place  
Smithfield, NC 27577

Contract No.: D3POC0151  
TIP No.: N/A  
Federal Aid No.: State Provisions  
WBS Element: PER SITE  
Counties: Brunswick and New Hanover  
Description: District 3 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