



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

April 14, 2023

**NOTICE TO PROSPECTIVE BIDDERS**

**Subject: Invitation to Bid on Division Contract**

**Project Description: D4POC0116**

The North Carolina Department of Transportation is requesting bids for **ON CALL SIGN INSTALLATION AND REPAIR** located at **VARIOUS LOCATIONS WITHIN DIVISION 4** in **EDGEcombe, HALIFAX, NORTHAMPTON, NASH, JOHNSTON, WAYNE AND WILSON COUNTIES**.

Any firm that wishes to perform work on Division Purchase Order Contracts as either the prime contractor or as a subcontractor on the project must be prequalified for the type of work they wish to perform. Firms that wish to bid on these projects as the prime contractor must be prequalified as a Bidder or PO Prime Contractor prior to submitting your bid. Firms that wish to perform as a subcontractor to the prime contractor must be prequalified prior to beginning work on the project. Information regarding prequalification can be found at: <https://connect.ncdot.gov/business/Prequal/Pages/default.aspx>

If you are unsure as to whether your firm is currently prequalified by the Department by the Contractual Services Unit, a search of the Directory of Transportation Firms can be performed on the website at <https://www.ebs.nc.gov/VendorDirectory/default.html>

Sealed Bids must be received in the Division Office at 509 Ward Blvd., Wilson, NC 27893 by 2:00 PM on Tuesday, May 9, 2023. Paper bids will be the only method of submission. Bids must be submitted on the official bid sheet included in the proposal and display the following statement on the front of the envelope:

**QUOTATION FOR D4POC0116 – DIVISION 4  
ON CALL SIGN INSTALLATION AND REPAIR  
TO BE OPENED AT 2:00 PM ON TUESDAY, MAY 9, 2023**

The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights of 1964 (78 Stat.252) and the Regulations of the Department of Transportation (49 C.F.R., Part 21), issued pursuant to such act, hereby notifies all bidders that it will affirmatively insure that the contract entered into pursuant to this notice will be awarded

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION FOUR OFFICE  
POST OFFICE BOX 3165  
WILSON, NC 27895

*Telephone:* (252) 640-6400  
*Fax:* (252) 234-6174  
*Customer Service:* 1-877-368-4968

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

*Location:*  
509 WARD BOULEVARD  
WILSON, NC 27895

to the lowest responsible bidder without discrimination on the grounds of sex, race, color, or national origin.

**An electronic copy of the proposal may be downloaded for bidding purposes at <https://connect.ncdot.gov/letting/Pages/Division4Letting.aspx> or can be e-mailed to interested bidders upon request.**

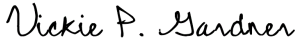
***It is the bidder's responsibility to check the previously noted website for any and all addendums that may be posted for these projects. Bids submitted without posted addendums will be rejected.***

Bids will be opened at 2:00 p.m. on Tuesday, May 9, 2023 at the Department of Transportation Division 4 Conference Room located at 509 Ward Blvd., Wilson, NC 27893. Please comply with current COVID-19 guidelines if you would like to attend.

“As-read” bid results should be posted to the Bidding & Letting website within two hours of the bid opening.

For further information or questions, please contact me by phone at 252-640-6433 or by email at [vpgardner@ncdot.gov](mailto:vpgardner@ncdot.gov).

Sincerely,

DocuSigned by:  
  
BD9FE36C1AA642B... 04/14/2023

Vickie P. Gardner  
Division 4 Contract Engineer

VPG/