



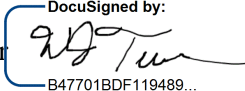
STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

February 2, 2024

TO: Prospective Bidders

FROM: Jeff Turner, Division Proposals Engineer 
DocuSigned by:
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SUBJECT: **Addendum #1**
Contract 2024-VEG REMOVAL BRIDGE (SBE)
Cutting and Removal of Vegetation and Debris Around Bridges, As Needed, in
Davidson, Davie, Forsyth, Rowan and Stokes Counties

The subject contract proposal contains the following addendum:

1. Include the attached minutes from the Pre-Bid Meeting and sign the attached Addenda and submit on 02-14-2024 as part of the contract proposal.

This addendum officially becomes part of the contract.

Pre-Bid Meeting Minutes
For
Contract 2024-VEG REMOVAL BRIDGE – Cutting and Removal of Vegetation and
Debris Around Bridges -Davie, Davidson, Forsyth, Rowan, and Stokes Counties

A Mandatory Pre-Bid Meeting was held on Thursday, February 1, 2024 @ 1:00 p.m. at the North Carolina Department of Transportation, Division 9 Office in Conference Room A located at 375 Silas Creek Parkway, Winston-Salem, NC 27127. The meeting was chaired by Mr. Chuck White, Division Bridge Maintenance Engineer and Mr. Jeff Turner, Division Proposal Engineer.

This is a Small Business Enterprise (SBE) Program project, and as such, it is restricted to businesses grossing less than \$1,500,000, excluding materials, during the previous calendar year. Contractors must be certified as a SBE Contractor by the Contractual Services Unit of NCDOT and listed as such in the Directory of Transportation Firms at the time of bid opening. Certification requirements and additional SBE Program information may be found at:

<https://connect.ncdot.gov/business/SmallBusiness/Pages/default.aspx>

Those in attendance were: Greg Roberson-Need a Tree Cut LLC, Irvin Portugal-Portugal Contracting, LLC, Ryan Corbin-AToah Contracting, LLC, Rodney Couch-CCS Environmental, Hannah Couch-Xtreme Solutions, LLC, Kelly Frady-Frady Tree Care, Stewart Roberts-Frady Tree Care, Dennis Russell-Russell Enterprises, LLC, Gabriel Saavedia-Wake Tree Services, Alven Robinson-ICRO Enterprise,; Chuck White, Division Bridge Maintenance Engineer; Jeff Turner, Division Proposals Engineer; Nicholas Hanes, Assistant Bridge Maintenance Engineer, Doug Smith, TS II Walnut Cove Bridge Maintenance, Shane Michael, TS II Salisbury Bridge Maintenance, Jimmy Shoaf, TS II Lexington Bridge Maintenance and Debbie Wetmore, Administrative Specialist I.

Those in attendance were informed that the meeting is for a Vegetation and Debris Removal on various projects in Davie, Davidson, Forsyth, Rowan and Stokes Counties in Division 9. Only bidders who have attended and properly registered at the above scheduled pre-bid conference and who have met all other pre-qualification requirements will be considered pre-qualified to bid on this project. The bid opening will be held via a conference call at the NC DOT Division Office on February 4, 2024, at 2:00 p.m. Conference Call Phone Number is: 336-334-3150.

Pages 6-7:

All bids should be prepared and submitted in accordance with the requirements set forth on Page 6-7 of the proposal “Instructions to Bidders”.

- Failure to comply with the requirements shall cause the bid to be considered irregular and shall be grounds for rejection of the bid. The **entire proposal** including bid form should be placed in a sealed envelope and delivered and received in the Division Office by 2:00 p.m. on February 14, 2024.

Date of Availability: February, 27, 2024

Completion Date: February 28, 2025

Mr. White went over specific contract information including:

- Refer to Page 10: Renewal of Contract (CPI Price Adjustment) for ID/IQ
- Refer to Page 11: Contract Time and Liquidated Damages
 - Contract period is for one (1) year for a maximum period of three (3) years
 - Liquidated Damages are Three Hundred (\$300.00) per hour.
- Refer to Page 13: Supervision by Contractor
- Refer to Page 14: Work Order Assignment (Multiple Awards) for ID/IQ
- Refer to Page 15: Payment (prefer invoice submitted on a two week basis)
- Contact county supervisor for utility conflicts or any other issue relating to a specific project
- Refer to Page 19: Cutting and Removal of Vegetation
 - Size of brush
 - Minimum equipment required
 - The Department and the contractor shall communicate as to other equipment that is safe and non-damaging to complete the work
- Contact Nick Hanes daily of intended schedule of work
- Refer to Page 20: Litter Removal, Cooperation with State Forces and Traffic Control

Bid Forms:

- Mr. Turner went over the forms at the back of the contract.
 - Fill out the appropriate Non-Collusion, Debarment and Gift Ban Certification form for your company
 - No Goals to enter so complete Subcontractor form with \$0.00
 - Complete W9
 - Make sure Bid Form is completed properly otherwise Bid cannot be accepted.
 - Unit Price – Complete calculation correctly, Unit Price Prevails if there is a discrepancy
- Mr. Turner stated that the Minutes will be sent out as Addendum #1; be sure to sign the addendum sheet acknowledging you have read the minutes and return with a bid package.

Open Discussion:

- Can the contractor use Bush Hog – yes, but at the discretion of the Engineer and if the operation is safe and non-damaging to the work area.
- Fallen tree size over the contracted limit – leave as is, work around the tree and NCDOT will arrange for clean-up.
- Bids can be included for the counties the contractor is willing to perform work. Not all counties are required to be bid.
- A copy of the roster is attached.

ADDENDA

ADDENDUM #1

I, _____ representing _____
(SIGNATURE)

Acknowledge receipt of Addendum #1.

ADDENDUM #2

I, _____ representing _____
(SIGNATURE)

Acknowledge receipt of Addendum #2.

ADDENDUM #3

I, _____ representing _____
(SIGNATURE)

Acknowledge receipt of Addendum #3.