

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION
HIGHWAY DIVISION 9

PROPOSAL

DATE AND TIME OF BID OPENING: JULY 28, 2021 AT 2:00 PM

CONTRACT ID: D9-DMS-2021

WBS ELEMENT NO.: 21IM.07 & 21IM.09

FEDERAL AID NO.: N/A

COUNTY: ALAMANCE, DAVIDSON, FORSYTH,
GUILFORD, RANDOLPH, and ROWAN

TIP NO.: N/A

MILES: N/A MILES

ROUTE NO.: VARIOUS

LOCATION: VARIOUS

★ **TYPE OF WORK:** SCHEDULED PREVENTATIVE MAINTENANCE
AND REPAIRS OF DYNAMIC MESSAGE SIGNS
(DMS) ★

NOTICE:

ALL BIDDERS SHALL COMPLY WITH ALL APPLICABLE LAWS REGULATING THE PRACTICE OF GENERAL CONTRACTING AS CONTAINED IN CHAPTER 87 OF THE GENERAL STATUTES OF NORTH CAROLINA WHICH REQUIRES THE BIDDER TO BE LICENSED BY THE N.C. LICENSING BOARD FOR CONTRACTORS WHEN BIDDING ON ANY NON-FEDERAL AID PROJECT WHERE THE BID IS \$30,000 OR MORE, EXCEPT FOR CERTAIN SPECIALTY WORK AS DETERMINED BY THE LICENSING BOARD. BIDDERS SHALL ALSO COMPLY WITH ALL OTHER APPLICABLE LAWS REGULATING THE PRACTICES OF ELECTRICAL, PLUMBING, HEATING AND AIR CONDITIONING AND REFRIGERATION CONTRACTING AS CONTAINED IN CHAPTER 87 OF THE GENERAL STATUTES OF NORTH CAROLINA. NOTWITHSTANDING THESE LIMITATIONS ON BIDDING, THE BIDDER WHO IS AWARDED ANY FEDERAL - AID FUNDED PROJECT SHALL COMPLY WITH CHAPTER 87 OF THE GENERAL STATUTES OF NORTH CAROLINA FOR LICENSING REQUIREMENTS WITHIN 60 CALENDAR DAYS OF BID OPENING.

THIS IS A ROADWAY PROJECT.

BID BONDS ARE REQUIRED.

NAME OF BIDDER

ADDRESS OF BIDDER

**PROPOSAL FOR THE CONSTRUCTION OF
CONTRACT No. D9-DMS-2018 IN ALAMANCE, DAVIDSON, FORSYTH, GUILFORD, RANDOLPH
AND ROWAN COUNTIES, NORTH CAROLINA**

JULY 7, 2021

**DEPARTMENT OF TRANSPORTATION,
RALEIGH, NORTH CAROLINA**

The Bidder has carefully examined the location of the proposed work to be known as Contract No. **D9-DMS-2021**; has carefully examined the plans and specifications, which are acknowledged to be part of the proposal, the special provisions, the proposal, the form of contract, and the forms of contract payment bond and contract performance bond; and thoroughly understands the stipulations, requirements, and provisions. The undersigned bidder agrees to bound upon his execution of the bid and subsequent award to him by the Department of Transportation in accordance with this proposal to provide the necessary contract payment bond and contract performance bond within fourteen days after the written notice of award is received by him. The undersigned Bidder further agrees to provide all necessary machinery, tools, labor, and other means of construction; and to do all the work and to furnish all materials, except as otherwise noted, necessary to perform and complete the said contract in accordance with *the 2018 Standard Specifications for Roads and Structures* by the dates(s) specified in the Project Special Provisions and in accordance with the requirements of the Engineer, and at the unit or lump sum prices, as the case may be, for the various items given on the sheets contained herein.

The Bidder shall provide and furnish all the materials, machinery, implements, appliances and tools, and perform the work and required labor to construct and complete State Highway Contract No. **D9-DMS-2021** in **Alamance, Davidson, Forsyth, Guilford, Randolph and Rowan Counties**, for the unit or lump sum prices, as the case may be, bid by the Bidder in his bid and according to the proposal, plans, and specifications prepared by said Department, which proposal, plans, and specifications show the details covering this project, and hereby become a part of this contract.

The published volume entitled *North Carolina Department of Transportation, Raleigh, Standard Specifications for Roads and Structures, January 2018* with all amendments and supplements thereto, is by reference incorporated into and made a part of this contract; that, except as herein modified, all the construction and work included in this contract is to be done in accordance with the specifications contained in said volume, and amendments and supplements thereto, under the direction of the Engineer.

If the proposal is accepted and the award is made, the contract is valid only when signed either by the Contract Officer or such other person as may be designated by the Secretary to sign for the Department of Transportation. The conditions and provisions herein cannot be changed except over the signature of the said Contract Officer or Division Engineer.

The quantities shown in the itemized proposal for the project are considered to be approximate only and are given as the basis for comparison of bids. The Department of Transportation may increase or decrease the quantity of any item or portion of the work as may be deemed necessary or expedient.

An increase or decrease in the quantity of an item will not be regarded as sufficient ground for an increase or decrease in the unit prices, nor in the time allowed for the completion of the work, except as provided for the contract.

Accompanying this bid is a bid bond secured by a corporate surety, or certified check payable to the order of the Department of Transportation, for five percent of the total bid price, which deposit is to be forfeited as liquidated damages in case this bid is accepted and the Bidder shall fail to provide the required payment and performance bonds with the Department of Transportation, under the condition of this proposal, within 14 calendar days after the written notice of award is received by him, as provided in the Standard Specifications; otherwise said deposit will be returned to the Bidder.

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INSTRUCTIONS TO BIDDERS**PLEASE READ ALL INSTRUCTIONS CAREFULLY
BEFORE PREPARING AND SUBMITTING YOUR BID.**

All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement shall cause the bid to be considered irregular and shall be grounds for rejection of the bid. **BID BONDS REQUIRED.**

TRADITIONAL PAPER BIDS:

1. Download the entire proposal from the Connect NCDOT website and return the entire proposal with your bid.
2. All entries on the itemized proposal sheet (bid form) shall be written in ink or typed.
3. The Bidder shall submit a unit price for every item on the itemized proposal sheet. The unit prices for the various contract items shall be written in figures. Unit prices shall be rounded off by the Bidder to contain no more than TWO decimal places.
4. An amount bid shall be entered on the itemized proposal sheet for every item. The amount bid for each item shall be determined by multiplying each unit bid by the quantity for that item, and shall be written in figures in the "Amount" column of the form.
5. The total amount bid shall be written in figures in the proper place on the bid form. The total amount bid shall be determined by adding the amounts bid for each item.
6. Changes to any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink. Do not use correction fluid, correction tape or similar product to make corrections.
7. The bid shall be properly executed on the included **Execution of Bid – Non-collusion, Debarment and Gift Ban Certification** form. All bids shall show the following information:
 - a. Name of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.
Corporations that have a corporate seal should include it on the bid.
 - b. Name of individual or representative submitting bid and position, or title held on behalf of the bidder.
 - c. Name, signature, and position or title of witness.
8. The bid shall not contain any unauthorized additions, deletions, or conditional bids.
9. The Bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
10. **THE PROPOSAL WITH THE ITEMIZED PROPOSAL SHEET ATTACHED SHALL BE PLACED IN A SEALED ENVELOPE AND SHALL BE DELIVERED TO AND RECEIVED IN THE NCDOT DIVISION OFFICE, LOCATED AT 375 Silas Creek Parkway, BY 2:00 PM ON JULY 28, 2021.**

PAPER BIDS (UNLESS OTHERWISE SPECIFIED IN THE PROJECT SPECIAL PROVISIONS) FOR THE CONSTRUCTION OF THE FOLLOWING PROJECT WILL BE PUBLICLY READ AT DIVISION 9 LOCATED AT 375 SILAS CREEK PARKWAY, WINSTON-SALEM, NC AT 2:00 PM ON JULY 28, 2021. NO PAPER BIDS WILL BE RECEIVED AFTER 2:00 PM.

The public letting for July 28, 2021 will be held via conference call. If a bidder wishes, they may join the conference call just prior to 2:00 p.m. by calling the number below:

Conference Call Phone Number: 336-334-3150

11. The sealed bid must display the following statement on the front of the sealed envelope:

Name and Address of Company and:

**“D9-DMS-2021 - SCHEDULED PREVENTATIVE MAINTENANCE AND REPAIRS OF DYNAMIC
MESSAGE SIGNS (DMS) UPON TO BE OPENED AT 2:00 PM ON
JULY 28, 2021.”**

12. If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

**N. C. DEPARTMENT OF TRANSPORTATION
ATTN: Jeff Turner
375 Silas Creek Parkway
Winston Salem, NC 27127**

PROJECT SPECIAL PROVISIONS**GENERAL****GENERAL:**

This contract is for **scheduled preventative maintenance and repairs of dynamic message signs (DMS) in Alamance, Davidson, Forsyth, Guilford, Randolph, and Rowan Counties**. The Contractor shall provide all, labor, equipment, and materials.

All materials and workmanship shall be in accordance with, the Project Special Provisions, Project Standard Provisions, most current Standard Special Provisions, and Provisions contained in the applicable Sections of the North Carolina Department of Transportation's 2018 *Standard Specifications for Roads and Structures*.

The Contractor shall keep himself fully informed of all Federal, State, and local laws, ordinances, and regulations, and shall comply with the provisions of Section 107 of the Standard Specifications.

All materials shall be new unless the use of repaired or refurbished items has been approved by the Engineer. Electronic and electrical components shall be UL listed and approved. All camera equipment/hardware for new installations will be determined by the Engineer to insure conformity with existing equipment. All work and materials shall comply with the current editions of the *NCDOT Traffic Signal Specifications* and Addendum, *National Electrical Manufacturers Association (NEMA) Standards for Traffic Control Systems*, and the *National Electrical Code (NEC)*.

BIDS OVER LIMIT:

(08-01-16)

SPD 01-400

In accordance with GS 136-28.1(b), if the total bid amount of the contract exceeds \$5.0 million, the bid will not be considered for award.

DIVISION LET CONTRACT PREQUALIFICATION:

(07-01-14)(12-1-16)

SPD 01-410

Any firm that wishes to bid as a prime contractor shall be prequalified as a Bidder or PO Prime Contractor prior to submitting a bid. Information regarding prequalification can be found at: <https://connect.ncdot.gov/business/Prequal/Pages/default.aspx>.

Prior to performing the work, the prime contractor and/or subcontractor(s) shall be prequalified in the work code(s) which are identified as work items in the prime contractor's construction progress schedule that they will complete themselves. Any contractor identified as working outside their expertise may be considered in default of contract.

BOND REQUIREMENTS:

(06-01-16)

102-8, 102-10

SPD 01-420A

A Bid Bond is required in accordance with Article 102-10 of the *2018 Standard Specifications for Roads and Structures*.

Contract Payment and Performance Bonds are required in accordance with Article 103-7 of the *2018 Standard Specifications for Roads and Structures*.

CONTRACT PAYMENT AND PERFORMANCE BOND:

A performance bond in the amount of one hundred percent (100%) of the contract amount, conditioned upon the faithful performance of the contract in accordance with specifications and conditions of the contract is required. Such bond shall be solely for the protection of the North Carolina Department of Transportation and the State of North Carolina.

A payment bond in the amount of one hundred percent (100%) of the contract amount, conditioned upon the prompt payment for all labor or materials for which the Contractor, or his subcontractors, is liable is required. The payment bond shall be solely for the protection of persons or firms furnishing materials or performing labor for this contract for which the Contractor is liable.

The successful bidder, within fourteen (14) days after notice of award, shall provide the Department with a contract payment bond and a contract performance bond each in an amount equal to 100 percent of the amount of the contract.

CONTRACT TIME AND LIQUIDATED DAMAGES:

(7-1-95) (Rev. 12-18-07)

108

SP1 G10 A

The date of availability for this contract is **Date of Purchase Order**.

The completion date for this contract is **June 30, 2022**.

Except where otherwise provided by the contract, observation periods required by the contract will not be a part of the work to be completed by the completion date and/or intermediate contract times stated in the contract. The acceptable completion of the observation periods that extend beyond the final completion date shall be a part of the work covered by the performance and payment bonds.

The liquidated damages for this contract are **Six Hundred Dollars (\$ 600.00)** per calendar day.

INTERMEDIATE CONTRACT TIME NUMBER 1 AND LIQUIDATED DAMAGES:

(2-20-07)

108

SP1 G14 A

The Contractor shall complete the required work of installing, maintaining, and removing the traffic control devices for lane closures and restoring traffic to the existing traffic pattern. The Contractor shall not close or narrow a lane of traffic on **ANY ROAD** during the following time restrictions:

DAY AND TIME RESTRICTIONS**MONDAY-SUNDAY
4:00 PM – 9:00 AM**

In addition, the Contractor shall not close or narrow a lane of traffic on **ANY ROAD**, detain and/or alter the traffic flow on or during holidays, holiday weekends, special events, or any other time when traffic is unusually heavy, including the following schedules:

HOLIDAY AND HOLIDAY WEEKEND LANE CLOSURE RESTRICTIONS

1. For **unexpected occurrence** that creates unusually high traffic volumes, as directed by the Engineer.
2. For **New Year's Day**, between the hours of **4:00 PM** December 31st and **9:00 AM** January 2nd. If New Year's Day is on a Friday, Saturday, Sunday, or Monday, then until **9:00 AM** the following Tuesday.
3. For **Easter**, between the hours of **4:00 PM** Thursday and **9:00 AM** Monday.
4. For **Memorial Day**, between the hours of **4:00 PM** Friday and **9:00 AM** Tuesday.
5. For **Independence Day**, between the hours of **4:00 PM** the day before Independence Day and **9:00 AM** the day after Independence Day.

If **Independence Day** is on a Friday, Saturday, Sunday, or Monday, then between the hours of **4:00 PM** the Thursday before Independence Day and **9:00 AM** the Tuesday after Independence Day.
6. For **Labor Day**, between the hours of **4:00 PM** Friday and **9:00 AM** Tuesday.
7. For **Thanksgiving Day**, between the hours of **4:00 PM** Tuesday and **9:00 AM** Monday.
8. For **Christmas**, between the hours of **4:00 PM** the Friday before the week of Christmas Day and **9:00 AM** the following Tuesday after the week of Christmas Day.
9. For any special event at Elon University, Wake Forest University, the University of North Carolina at Greensboro, North Carolina A&T University, Winston Salem State University,

the Greensboro Coliseum or Benton Convention Center, the Lawrence Joel Veterans Memorial Coliseum three (3) hours before the beginning of the event and three (3) hours after the completion of the event.

Holidays and holiday weekends shall include New Year's, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. The Contractor shall schedule his work so that lane closures will not be required during these periods, unless otherwise directed by the Engineer.

The time of availability for this intermediate contract work shall be the time the Contractor begins to install all traffic control devices for lane closures according to the time restrictions listed herein.

The completion time for this intermediate contract work shall be the time the Contractor is required to complete the removal of all traffic control devices for lane closures according to the time restrictions stated above and place traffic in the existing traffic pattern.

The liquidated damages are **Three Hundred Fifty Dollars (\$ 350.00)** per hour or portion thereof.

REPAIR TIME RESTRICTIONS AND LIQUIDATED DAMAGES

The Engineer will contact the Contractor for each mobilization and the Contractor will be expected to begin work within seven (7) calendar days. Contact for mobilization may be made by telephone, email, or US mail and any of these methods shall be considered sufficient. Any repairs necessary for the successful and continuous operation of the DMS systems must be completed within fifteen (15) calendar days of mobilization. The contractor may make a written request to the Engineer for an extension prior to the tenth (10) calendar day of mobilization. Any such request should include justification and the revised completion date.

The Engineer has the sole authority to decline or approve the request for extending the completion repair date. Failure to complete the repairs by the specified time shall result in liquidated damages of **Five Hundred Dollars (\$500)** per calendar day. This said amount is hereby agreed upon as liquidated damages due to the extra engineering and maintenance cost and due to increased public hazard resulting from the suspension of the work.

TERM OF CONTRACT

This contract shall be effective for one (1) contract period. The contract period will last from the date of availability to the completion date, as noted above. At the option of the NC Department of Transportation and upon agreement by the contractor, this contract may be extended up to two (2) additional contract periods. A three percent (3%) increase in unit prices will be applied each year the contract is renewed. All other terms and conditions as stated herein shall remain the same.

The Engineer will notify the Contractor in writing **60 days** before the end of the contract period if the contract may be extended for the following year. The Contractor must notify the Engineer in writing within **45 calendar days** of his/her acceptance or rejection of this offer. Failure on the part of the Contractor to reply will be considered a rejection of the contract extension.

BASIS OF AWARD

11-08-2018

Div 9

Quantities for this work are unknown but will be determined on an as needed basis. Determination of the apparent low bidder will be made by extending the unit prices quoted on the Bid Proposal Form.

The quantities shown on the Bid Proposal Form are for determination of low bid only and do not reflect total quantities for the contract.

Unit prices should reflect actual costs; unbalanced bids may be rejected per the *Standard Specifications for Roads and Structures Article 102-14.*

PROSECUTION OF WORK

The Contractor will be required to prosecute the work of each notification in a continuous and uninterrupted manner from the time he begins the work until completion and final acceptance of each notification. The Contractor will not be permitted to suspend his operations except for reasons beyond his control or except where the Engineer has authorized a suspension of the Contractor's operations in writing.

NO MAJOR CONTRACT ITEMS:

(2-19-02) (Rev. 8-21-07)

104

SP1 G31

None of the items included in this contract will be major items.

NO SPECIALTY ITEMS:

(7-1-95)

108-6

SP1 G34

None of the items included in this contract will be specialty items (see Article 108-6 of the *2018 Standard Specifications*).

FUEL PRICE ADJUSTMENT:

(11-15-05) (Rev. 7-20-21)

109-8

SP1 G43

Revise the *2018 Standard Specifications* as follows:

Page 1-87, Article 109-8, Fuel Price Adjustments, add the following:

The base index price for DIESEL #2 FUEL is \$ **2.2313** per gallon. Where any of the following are included as pay items in the contract, they will be eligible for fuel price adjustment.

The pay items and the fuel factor used in calculating adjustments to be made will be as follows:

Description	Units	Fuel Usage Factor Diesel
Unclassified Excavation	Gal/CY	0.29

Borrow Excavation	Gal/CY	0.29
Class IV Subgrade Stabilization	Gal/Ton	0.55
Aggregate Base Course	Gal/Ton	0.55
Sub-Ballast	Gal/Ton	0.55
Asphalt Concrete Base Course, Type _____	Gal/Ton	0.90 or 2.90
Asphalt Concrete Intermediate Course, Type _____	Gal/Ton	0.90 or 2.90
Asphalt Concrete Surface Course, Type _____	Gal/Ton	0.90 or 2.90
Open-Graded Asphalt Friction Course	Gal/Ton	0.90 or 2.90
Permeable Asphalt Drainage Course, Type _____	Gal/Ton	0.90 or 2.90
Sand Asphalt Surface Course, Type _____	Gal/Ton	0.90 or 2.90
Aggregate for Cement Treated Base Course	Gal/Ton	0.55
Portland Cement for Cement Treated Base Course	Gal/Ton	0.55
___" Portland Cement Concrete Pavement	Gal/SY	0.245
Concrete Shoulders Adjacent to ___" Pavement	Gal/SY	0.245

For the asphalt items noted in the chart as eligible for fuel adjustments, the bidder may include the *Fuel Usage Factor Adjustment Form* with their bid submission if they elect to use the fuel usage factor. The *Fuel Usage Factor Adjustment Form* is found at the following link:

<https://connect.ncdot.gov/letting/LetCentral/Fuel%20Usage%20Factor%20Adjustment%20Form.pdf>

Select either 2.90 Gal/Ton fuel factor or 0.90 Gal/Ton fuel factor for each asphalt line item on the *Fuel Usage Factor Adjustment Form*. The selected fuel factor for each asphalt item will remain in effect for the duration of the contract.

Failure to complete the *Fuel Usage Factor Adjustment Form* will result in using 2.90 gallons per ton as the Fuel Usage Factor for Diesel for the asphalt items noted above. The contractor will not be permitted to change the Fuel Usage Factor after the bids are submitted.

SCHEDULE OF ESTIMATED COMPLETION PROGRESS:

(7-15-08) (Rev. 5-13-19)

108-2

SP1 G58

The Contractor's attention is directed to the Standard Special Provision entitled *Availability of Funds Termination of Contracts* included elsewhere in this proposal. The Department of Transportation's schedule of estimated completion progress for this project as required by that Standard Special Provision is as follows:

<u>Fiscal Year</u>		<u>Progress (% of Dollar Value)</u>
2022	(7/01/21 - 6/30/22)	100 % of Total Amount Bid

The Contractor shall also furnish his own progress schedule in accordance with Article 108-2 of the *2018 Standard Specifications*. Any acceleration of the progress as shown by the Contractor's progress schedule over the progress as shown above shall be subject to the approval of the Engineer.

**MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE
(DIVISIONS):**

(10-16-07)(Rev. 2-19-19)

102-15(J)

SP1 G67

Description

The purpose of this Special Provision is to carry out the North Carolina Department of Transportation's policy of ensuring nondiscrimination in the award and administration of contracts financed in whole or in part with State funds.

Definitions

Additional MBE/WBE Subcontractors - Any MBE/WBE submitted at the time of bid that will not be used to meet the Combined MBE/WBE goal. No submittal of a Letter of Intent is required.

Combined MBE/WBE Goal: A portion of the total contract, expressed as a percentage that is to be performed by committed MBE/WBE subcontractors.

Committed MBE/WBE Subcontractor - Any MBE/WBE submitted at the time of bid that is being used to meet the Combined MBE / WBE goal by submission of a Letter of Intent. Or any MBE or WBE used as a replacement for a previously committed MBE or WBE firm.

Contract Goal Requirement - The approved participation at time of award, but not greater than the advertised Combined MBE/WBE contract goal.

Goal Confirmation Letter - Written documentation from the Department to the bidder confirming the Contractor's approved, committed participation along with a listing of the committed MBE and WBE firms.

Manufacturer - A firm that operates or maintains a factory or establishment that produces on the premises, the materials or supplies obtained by the Contractor.

MBE Participation (Anticipated) - A portion of the total contract, expressed as a percentage that is anticipated to be performed by committed MBE subcontractor(s).

Minority Business Enterprise (MBE) - A firm certified as a Disadvantaged Minority-Owned Business Enterprise through the North Carolina Unified Certification Program.

Regular Dealer - A firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. A regular dealer engages in, as its principal business and in its own name, the purchase and sale or lease of the products in question. A regular dealer in such bulk items as steel, cement, gravel, stone, and petroleum products need not keep such products in stock, if it owns and operates distribution equipment for the products. Brokers and packagers are not regarded as manufacturers or regular dealers within the meaning of this section.

Replacement / Substitution – A full or partial reduction in the amount of work subcontracted to a committed (or an approved substitute) MBE/WBE firm.

North Carolina Unified Certification Program (NCUCP) - A program that provides comprehensive services and information to applicants for MBE/WBE certification. The MBE/WBE program follows the same regulations as the federal Disadvantaged Business Enterprise (DBE) program in accordance with 49 CFR Part 26.

United States Department of Transportation (USDOT) - Federal agency responsible for issuing regulations (49 CFR Part 26) and official guidance for the DBE program.

WBE Participation (Anticipated) - A portion of the total contract, expressed as a percentage that is anticipated to be performed by committed WBE subcontractor(s).

Women Business Enterprise (WBE) - A firm certified as a Disadvantaged Women-Owned Business Enterprise through the North Carolina Unified Certification Program.

Forms and Websites Referenced in this Provision

Payment Tracking System - On-line system in which the Contractor enters the payments made to MBE and WBE subcontractors who have performed work on the project.
<https://apps.dot.state.nc.us/Vendor/PaymentTracking/>

DBE-IS Subcontractor Payment Information - Form for reporting the payments made to all MBE/WBE firms working on the project. This form is for paper bid projects only.
<https://connect.ncdot.gov/business/Turnpike/Documents/Form%20DBE-IS%20Subcontractor%20Payment%20Information.pdf>

RF-1 MBE/WBE Replacement Request Form - Form for replacing a committed MBE or WBE.
<http://connect.ncdot.gov/projects/construction/Construction%20Forms/DBE%20MBE%20WBE%20Replacement%20Request%20Form.pdf>

SAF Subcontract Approval Form - Form required for approval to sublet the contract.
<http://connect.ncdot.gov/projects/construction/Construction%20Forms/Subcontract%20Approval%20Form%20Rev.%202012.zip>

JC-1 Joint Check Notification Form - Form and procedures for joint check notification. The form acts as a written joint check agreement among the parties providing full and prompt disclosure of the expected use of joint checks.
<http://connect.ncdot.gov/projects/construction/Construction%20Forms/Joint%20Check%20Notification%20Form.pdf>

Letter of Intent - Form signed by the Contractor and the MBE/WBE subcontractor, manufacturer or regular dealer that affirms that a portion of said contract is going to be performed by the signed MBE/WBE for the estimated amount (based on quantities and unit prices) listed at the time of bid.

<http://connect.ncdot.gov/letting/LetCentral/Letter%20of%20Intent%20to%20Perform%20as%20a%20Subcontractor.pdf>

Listing of MBE and WBE Subcontractors Form - Form for entering MBE/WBE subcontractors on a project that will meet the Combined MBE/WBE goal. This form is for paper bids only.

[http://connect.ncdot.gov/municipalities/Bid%20Proposals%20for%20LGA%20Content/09%20MBE-WBE%20Subcontractors%20\(State\).docx](http://connect.ncdot.gov/municipalities/Bid%20Proposals%20for%20LGA%20Content/09%20MBE-WBE%20Subcontractors%20(State).docx)

Subcontractor Quote Comparison Sheet - Spreadsheet for showing all subcontractor quotes in the work areas where MBEs and WBEs quoted on the project. This sheet is submitted with good faith effort packages.

<http://connect.ncdot.gov/business/SmallBusiness/Documents/DBE%20Subcontractor%20Quote%20Comparison%20Example.xls>

Combined MBE/WBE Goal

The Combined MBE/WBE Goal for this project is **0 %**

The Combined Goal was established utilizing the following anticipated participation for Minority Business Enterprises and Women Business Enterprises:

(A) **Minority Business Enterprises 0 %**

- (1) *If the anticipated MBE participation is more than zero*, the Contractor shall exercise all necessary and reasonable steps to ensure that MBEs participate in at least the percent of the contract as set forth above.
- (2) *If the anticipated MBE participation is zero*, the Contractor shall make an effort to recruit and use MBEs during the performance of the contract. Any MBE participation obtained shall be reported to the Department.

(B) **Women Business Enterprises 0 %**

- (1) *If the anticipated WBE participation is more than zero*, the Contractor shall exercise all necessary and reasonable steps to ensure that WBEs participate in at least the percent of the contract as set forth above.
- (2) *If the anticipated WBE participation is zero*, the Contractor shall make an effort to recruit and use WBEs during the performance of the contract. Any WBE participation obtained shall be reported to the Department.

The Bidder is required to submit only participation to meet the Combined MBE/WBE Goal. The Combined Goal may be met by submitting all MBE participation, all WBE participation, or a combination of MBE and WBE participation.

Directory of Transportation Firms (Directory)

Real-time information is available about firms doing business with the Department and firms that are certified through NCUCP in the Directory of Transportation Firms. Only firms identified in the Directory as MBE and WBE certified shall be used to meet the Combined MBE / WBE goal. The Directory can be found at the following link.

<https://www.ebs.nc.gov/VendorDirectory/default.html>

The listing of an individual firm in the directory shall not be construed as an endorsement of the firm's capability to perform certain work.

Listing of MBE/WBE Subcontractors

At the time of bid, bidders shall submit all MBE and WBE participation that they anticipate to use during the life of the contract. Only those identified to meet the Combined MBE/WBE goal will be considered committed, even though the listing shall include both committed MBE/WBE subcontractors and additional MBE/WBE subcontractors. Any additional MBE/WBE subcontractor participation above the goal will follow the banking guidelines found elsewhere in this provision. All other additional MBE/WBE subcontractor participation submitted at the time of bid will be used toward the Department's overall race-neutral goals. Only those firms with current MBE and WBE certification at the time of bid opening will be acceptable for listing in the bidder's submittal of MBE and WBE participation. The Contractor shall indicate the following required information:

(A) Electronic Bids

Bidders shall submit a listing of MBE and WBE participation in the appropriate section of the electronic submittal file.

- (1) Submit the names and addresses of MBE and WBE firms identified to participate in the contract. If the bidder uses the updated listing of MBE and WBE firms shown in the electronic submittal file, the bidder may use the dropdown menu to access the name and address of the firms.
- (2) Submit the contract line numbers of work to be performed by each MBE and WBE firm. When no figures or firms are entered, the bidder will be considered to have no MBE or WBE participation.
- (3) The bidder shall be responsible for ensuring that the MBE and WBE are certified at the time of bid by checking the Directory of Transportation Firms. If the firm is not certified at the time of the bid-letting, that MBE's or WBE's participation will not count towards achieving the Combined MBE/WBE goal.

(B) Paper Bids

- (1) *If the Combined MBE/ WBE goal is more than zero,*
 - (a) Bidders, at the time the bid proposal is submitted, shall submit a listing of MBE/WBE participation, including the names and addresses on *Listing of MBE and WBE Subcontractors* contained elsewhere in the contract documents in order for the bid to be considered responsive. Bidders shall indicate the total dollar value of the MBE and WBE participation for the contract.
 - (b) If bidders have no MBE or WBE participation, they shall indicate this on the *Listing of MBE and WBE Subcontractors* by entering the word “None” or the number “0.” This form shall be completed in its entirety. **Blank forms will not be deemed to represent zero participation.** Bids submitted that do not have MBE and WBE participation indicated on the appropriate form will not be read publicly during the opening of bids. The Department will not consider these bids for award and the proposal will be rejected.
 - (c) The bidder shall be responsible for ensuring that the MBE/WBE is certified at the time of bid by checking the Directory of Transportation Firms. If the firm is not certified at the time of the bid-letting, that MBE’s or WBE’s participation will not count towards achieving the Combined MBE/WBE goal.
- (2) *If the Combined MBE/WBE Goal is zero,* entries on the *Listing of MBE and WBE Subcontractors* are not required for the zero goal, however any MBE or WBE participation that is achieved during the project shall be reported in accordance with requirements contained elsewhere in the special provision.

MBE or WBE Prime Contractor

When a certified MBE or WBE firm bids on a contract that contains a Combined MBE/WBE Goal, the firm is responsible for meeting the goal or making good faith efforts to meet the goal, just like any other bidder. In most cases, a MBE or WBE bidder on a contract will meet the Combined MBE/WBE goal by virtue of the work it performs on the contract with its own forces. However, all the work that is performed by the MBE or WBE bidder and any other similarly certified subcontractors will count toward the goal. The MBE or WBE bidder shall list itself along with any MBE or WBE subcontractors, if any, in order to receive credit toward the goals.

MBE/WBE prime contractors shall also follow Sections A or B listed under *Listing of MBE/WBE Subcontractors* just as a non-MBE/WBE bidder would.

Written Documentation – Letter of Intent

The bidder shall submit written documentation for each MBE/WBE that will be used to meet the Combined MBE/WBE goal of the contract, indicating the bidder's commitment to use the MBE/WBE in the contract. This documentation shall be submitted on the Department's form titled *Letter of Intent*.

The documentation shall be received in the office of the Engineer no later than 2:00 p.m. of the fifth calendar day following opening of bids, unless the fifth day falls on Saturday, Sunday or an official state holiday. In that situation, it is due in the office of the Engineer no later than 10:00 a.m. on the next official state business day.

If the bidder fails to submit the Letter of Intent from each committed MBE and WBE to be used toward the Combined MBE/WBE goal, or if the form is incomplete (i.e. both signatures are not present), the MBE/WBE participation will not count toward meeting the Combined MBE/WBE goal. If the lack of this participation drops the commitment below the Combined MBE/WBE goal, the Contractor shall submit evidence of good faith efforts for the goal not met, completed in its entirety, to the Engineer no later than 2:00 p.m. of the eighth calendar day following opening of bids, unless the eighth day falls on Saturday, Sunday or an official state holiday. In that situation, it is due in the office of the Engineer no later than 10:00 a.m. on the next official state business day.

Banking MBE/WBE Credit

If the committed MBE/WBE participation submitted exceeds the algebraic sum of the Combined MBE/WBE goal by \$1,000 or more, the excess will be placed on deposit by the Department for future use by the bidder. Separate accounts will be maintained for MBE and WBE participation and these may accumulate for a period not to exceed 24 months.

When the apparent lowest responsive bidder fails to submit sufficient participation by MBE and WBE firms to meet the advertised goal, as part of the good faith effort, the Department will consider allowing the bidder to withdraw funds to meet the Combined MBE/WBE goal as long as there are adequate funds available from the bidder's MBE and WBE bank accounts.

Submission of Good Faith Effort

If the bidder fails to meet or exceed the Combined MBE/WBE goal, the apparent lowest responsive bidder shall submit to the Department documentation of adequate good faith efforts made to reach that specific goal.

One complete set and 3 copies of this information shall be received in the office of the Engineer no later than 2:00 p.m. of the fifth calendar day following opening of bids, unless the fifth day falls on Saturday, Sunday or an official state holiday. In that situation, it is due in the office of the Engineer no later than 10:00 a.m. on the next official state business day.

Note: Where the information submitted includes repetitious solicitation letters, it will be acceptable to submit a representative letter along with a distribution list of the firms that were solicited. Documentation of MBE/WBE quotations shall be a part of the good faith effort submittal. This documentation may include written subcontractor quotations, telephone log notations of verbal quotations, or other types of quotation documentation.

Consideration of Good Faith Effort for Projects with a Combined MBE/WBE Goal More Than Zero

Adequate good faith efforts mean that the bidder took all necessary and reasonable steps to achieve the goal which, by their scope, intensity, and appropriateness, could reasonably be expected to obtain sufficient MBE/WBE participation. Adequate good faith efforts also mean that the bidder actively and aggressively sought MBE/WBE participation. Mere *pro forma* efforts are not considered good faith efforts.

The Department will consider the quality, quantity, and intensity of the different kinds of efforts a bidder has made. Listed below are examples of the types of actions a bidder will take in making a good faith effort to meet the goals and are not intended to be exclusive or exhaustive, nor is it intended to be a mandatory checklist.

- (A) Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising, written notices, use of verifiable electronic means through the use of the NCDOT Directory of Transportation Firms) the interest of all certified MBEs/WBEs that are also prequalified subcontractors. The bidder must solicit this interest within at least 10 days prior to bid opening to allow the MBEs/WBEs to respond to the solicitation. Solicitation shall provide the opportunity to MBEs/WBEs within the Division and surrounding Divisions where the project is located. The bidder must determine with certainty if the MBEs/WBEs are interested by taking appropriate steps to follow up initial solicitations.
- (B) Selecting portions of the work to be performed by MBEs/WBEs in order to increase the likelihood that the Combined MBE/WBE goal will be achieved.
 - (1) Where appropriate, break out contract work items into economically feasible units to facilitate MBE/WBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
 - (2) Negotiate with subcontractors to assume part of the responsibility to meet the advertised goal when the work to be sublet includes potential for MBE/WBE participation (2nd and 3rd tier subcontractors).
- (C) Providing interested certified MBEs/WBEs that are also prequalified subcontractors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
- (D) (1) Negotiating in good faith with interested MBEs/WBEs. It is the bidder's

responsibility to make a portion of the work available to MBE/WBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available MBE/WBE subcontractors and suppliers, so as to facilitate MBE/WBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of MBEs/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MBEs/WBEs to perform the work.

- (2) A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including MBE/WBE subcontractors, and would take a firm's price and capabilities as well as the advertised goal into consideration. However, the fact that there may be some additional costs involved in finding and using MBEs/WBEs is not in itself sufficient reason for a bidder's failure to meet the advertised goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Bidding contractors are not, however, required to accept higher quotes from MBEs/WBEs if the price difference is excessive or unreasonable.
- (E) Not rejecting MBEs/WBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The bidder's standing within its industry, membership in specific groups, organizations, or associates and political or social affiliations (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the bidder's efforts to meet the project goal.
- (F) Making efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or bidder.
- (G) Making efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- (H) Effectively using the services of available minority/women community organizations; minority/women contractors' groups; Federal, State, and local minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of MBEs/WBEs. Contact within 7 days from the bid opening the Business Opportunity and Work Force Development Unit at BOWD@ncdot.gov to give notification of the bidder's inability to get MBE or WBE quotes.
- (I) Any other evidence that the bidder submits which shows that the bidder has made reasonable good faith efforts to meet the advertised goal.

In addition, the Department may take into account the following:

- (1) Whether the bidder's documentation reflects a clear and realistic plan for achieving the Combined MBE/WBE goal.
- (2) The bidders' past performance in meeting the contract goal.
- (3) The performance of other bidders in meeting the advertised goal. For example, when the apparent successful bidder fails to meet the goal, but others meet it, you may reasonably raise the question of whether, with additional reasonable efforts the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the advertised goal, but meets or exceeds the average MBE and WBE participation obtained by other bidders, the Department may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made a good faith effort.

If the Department does not award the contract to the apparent lowest responsive bidder, the Department reserves the right to award the contract to the next lowest responsive bidder that can satisfy to the Department that the Combined MBE/WBE goal can be met or that an adequate good faith effort has been made to meet the advertised goal.

Non-Good Faith Appeal

The Engineer will notify the contractor verbally and in writing of non-good faith. A contractor may appeal a determination of non-good faith made by the Goal Compliance Committee. If a contractor wishes to appeal the determination made by the Committee, they shall provide written notification to the Engineer. The appeal shall be made within 2 business days of notification of the determination of non-good faith.

Counting MBE/WBE Participation Toward Meeting the Combined MBE/WBE Goal

(A) Participation

The total dollar value of the participation by a committed MBE/WBE will be counted toward the contract goal requirements. The total dollar value of participation by a committed MBE/WBE will be based upon the value of work actually performed by the MBE/WBE and the actual payments to MBE/WBE firms by the Contractor.

(B) Joint Checks

Prior notification of joint check use shall be required when counting MBE/WBE participation for services or purchases that involves the use of a joint check. Notification shall be through submission of Form JC-1 (*Joint Check Notification Form*) and the use of joint checks shall be in accordance with the Department's Joint Check Procedures.

(C) Subcontracts (Non-Trucking)

A MBE/WBE may enter into subcontracts. Work that a MBE subcontracts to another MBE firm may be counted toward the anticipated MBE participation. The same holds for work that a WBE subcontracts to another WBE firm. Work that a MBE/WBE subcontracts to a non-MBE/WBE firm does not count toward the contract goal requirement. It should be noted that every effort shall be made by MBE and WBE contractors to subcontract to the same certification (i.e., MBEs to MBEs and WBEs to WBEs), in order to fulfill the MBE or WBE participation breakdown. This, however, may not always be possible due to the limitation of firms in the area. If the MBE or WBE firm shows a good faith effort has been made to reach out to similarly certified firms and there is no interest or availability, and they can get assistance from other certified firms, the Engineer will not hold the prime responsible for meeting the individual MBE or WBE breakdown. If a MBE or WBE contractor or subcontractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or WBE is not performing a commercially useful function.

(D) Joint Venture

When a MBE or WBE performs as a participant in a joint venture, the Contractor may count toward its contract goal requirement a portion of the total value of participation with the MBE or WBE in the joint venture, that portion of the total dollar value being a distinct clearly defined portion of work that the MBE or WBE performs with its forces.

(E) Suppliers

A contractor may count toward its MBE /WBE requirement 60 percent of its expenditures for materials and supplies required to complete the contract and obtained from a MBE or WBE regular dealer and 100 percent of such expenditures from a MBE or WBE manufacturer.

(F) Manufacturers and Regular Dealers

A contractor may count toward its MBE /WBE requirement the following expenditures to MBE/WBE firms that are not manufacturers or regular dealers:

- (1) The fees or commissions charged by a MBE/WBE firm for providing a *bona fide* service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a DOT-assisted contract, provided the fees or commissions are determined to be reasonable and not excessive as compared with fees and commissions customarily allowed for similar services.
- (2) With respect to materials or supplies purchased from a MBE/WBE, which is neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or

transportation charges for the delivery of materials or supplies required on a job site (but not the cost of the materials and supplies themselves), provided the fees are determined to be reasonable and not excessive as compared with fees customarily allowed for similar services.

Commercially Useful Function

(A) MBE/WBE Utilization

The Contractor may count toward its contract goal requirement only expenditures to MBEs and WBEs that perform a commercially useful function in the work of a contract. A MBE/WBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the MBE/WBE shall also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material and installing (where applicable) and paying for the material itself. To determine whether a MBE/WBE is performing a commercially useful function, the Department will evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the MBE/WBE credit claimed for its performance of the work, and any other relevant factors. If it is determined that a MBE or WBE is not performing a Commercially Useful Function, the contractor may present evidence to rebut this presumption to the Department.

(B) MBE/WBE Utilization in Trucking

The following factors will be used to determine if a MBE or WBE trucking firm is performing a commercially useful function:

- (1) The MBE/WBE shall be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there shall not be a contrived arrangement for the purpose of meeting the Combined MBE/WBE goal.
- (2) The MBE/WBE shall itself own and operate at least one fully licensed, insured, and operational truck used on the contract.
- (3) The MBE/WBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.
- (4) The MBE may subcontract the work to another MBE firm, including an owner-operator who is certified as a MBE. The same holds true that a WBE may subcontract the work to another WBE firm, including an owner-operator who is certified as a WBE. When this occurs, the MBE or WBE who subcontracts work

receives credit for the total value of the transportation services the subcontracted MBE or WBE provides on the contract. It should be noted that every effort shall be made by MBE and WBE contractors to subcontract to the same certification (i.e., MBEs to MBEs and WBEs to WBEs), in order to fulfill the participation breakdown. This, however, may not always be possible due to the limitation of firms in the area. If the MBE or WBE firm shows a good faith effort has been made to reach out to similarly certified transportation service providers and there is no interest or availability, and they can get assistance from other certified providers, the Engineer will not hold the prime responsible for meeting the individual MBE or WBE participation breakdown.

- (5) The MBE/WBE may also subcontract the work to a non-MBE/WBE firm, including from an owner-operator. The MBE/WBE who subcontracts the work to a non-MBE/WBE is entitled to credit for the total value of transportation services provided by the non-MBE/WBE subcontractor not to exceed the value of transportation services provided by MBE/WBE-owned trucks on the contract. Additional participation by non-MBE/WBE subcontractors receives credit only for the fee or commission it receives as a result of the subcontract arrangement. The value of services performed under subcontract agreements between the MBE/WBE and the Contractor will not count towards the MBE/WBE contract requirement.
- (6) A MBE/WBE may lease truck(s) from an established equipment leasing business open to the general public. The lease must indicate that the MBE/WBE has exclusive use of and control over the truck. This requirement does not preclude the leased truck from working for others during the term of the lease with the consent of the MBE/WBE, so long as the lease gives the MBE/WBE absolute priority for use of the leased truck. This type of lease may count toward the MBE/WBE's credit as long as the driver is under the MBE/WBE's payroll.
- (7) Subcontracted/leased trucks shall display clearly on the dashboard the name of the MBE/WBE that they are subcontracted/leased to and their own company name if it is not identified on the truck itself. Magnetic door signs are not permitted.

MBE/WBE Replacement

When a Contractor has relied on a commitment to a MBE or WBE subcontractor (or an approved substitute MBE or WBE subcontractor) to meet all or part of a contract goal requirement, the contractor shall not terminate the MBE/WBE subcontractor for convenience. This includes, but is not limited to, instances in which the Contractor seeks to perform the work of the terminated subcontractor with another MBE/WBE subcontractor, a non-MBE/WBE subcontractor, or with the Contractor's own forces or those of an affiliate.

The Contractor must give notice in writing both by certified mail and email to the MBE/WBE subcontractor, with a copy to the Engineer of its intent to request to terminate and/or substitute, and the reason for the request. The Contractor must give the MBE/WBE subcontractor five (5) business days to respond to the Contractor's Notice of Intent to Request Termination and/or

Substitution. If the MBE/WBE subcontractor objects to the intended termination/substitution, the MBE/WBE, within five (5) business days must advise the Contractor and the Department of the reasons why the action should not be approved. The five-day notice period shall begin on the next business day after written notice is provided to the MBE/WBE subcontractor.

A committed MBE/WBE subcontractor may only be terminated after receiving the Department's written approval based upon a finding of good cause for the proposed termination and/or substitution. For purposes of this section, good cause shall include the following circumstances:

- (a) The listed MBE/WBE subcontractor fails or refuses to execute a written contract;
- (b) The listed MBE/WBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided, however, that good cause does not exist if the failure or refusal of the MBE/WBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
- (c) The listed MBE/WBE subcontractor fails or refuses to meet the prime contractor's reasonable, nondiscriminatory bond requirements;
- (d) The listed MBE/WBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
- (e) The listed MBE/WBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
- (f) The listed MBE/WBE subcontractor is not a responsible contractor;
- (g) The listed MBE/WBE voluntarily withdraws from the project and provides written notice of withdrawal;
- (h) The listed MBE/WBE is ineligible to receive MBE/WBE credit for the type of work required;
- (i) A MBE/WBE owner dies or becomes disabled with the result that the listed MBE/WBE contractor is unable to complete its work on the contract;
- (j) Other documented good cause that compels the termination of the MBE/WBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a MBE/WBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the MBE/WBE contractor was engaged or so that the prime contractor can substitute another MBE/WBE or non-MBE/WBE contractor after contract award.

The Contractor shall comply with the following for replacement of a committed MBE/WBE:

(A) Performance Related Replacement

When a committed MBE/WBE is terminated for good cause as stated above, an additional MBE/WBE that was submitted at the time of bid may be used to fulfill the MBE/WBE commitment to meet the Combined MBE/WBE Goal. A good faith effort will only be required for removing a committed MBE/WBE if there were no additional MBE/WBEs submitted at the time of bid to cover the same amount of work as the MBE/WBE that was terminated.

If a replacement MBE/WBE is not found that can perform at least the same amount of work as the terminated MBE/WBE, the Contractor shall submit a good faith effort documenting the steps taken. Such documentation shall include, but not be limited to, the following:

- (1) Copies of written notification to MBE/WBEs that their interest is solicited in contracting the work defaulted by the previous MBE/WBE or in subcontracting other items of work in the contract.
 - (2) Efforts to negotiate with MBE/WBEs for specific subbids including, at a minimum:
 - (a) The names, addresses, and telephone numbers of MBE/WBEs who were contacted.
 - (b) A description of the information provided to MBE/WBEs regarding the plans and specifications for portions of the work to be performed.
 - (3) A list of reasons why MBE/WBE quotes were not accepted.
 - (4) Efforts made to assist the MBE/WBEs contacted, if needed, in obtaining bonding or insurance required by the Contractor.
- (B) Decertification Replacement
- (1) When a committed MBE/WBE is decertified by the Department after the SAF (*Subcontract Approval Form*) has been received by the Department, the Department will not require the Contractor to solicit replacement MBE/WBE participation equal to the remaining work to be performed by the decertified firm. The participation equal to the remaining work performed by the decertified firm will count toward the contract goal requirement.
 - (2) When a committed MBE/WBE is decertified prior to the Department receiving the SAF (*Subcontract Approval Form*) for the named MBE/WBE firm, the Contractor shall take all necessary and reasonable steps to replace the MBE/WBE subcontractor with another MBE/WBE subcontractor to perform at least the same amount of work to meet the Combined MBE/WBE goal requirement. If a MBE/WBE firm is not found to do the same amount of work, a good faith effort must be submitted to NCDOT (see A herein for required documentation).

All requests for replacement of a committed MBE/WBE firm shall be submitted to the Engineer for approval on Form RF-1 (*DBE Replacement Request*). If the Contractor fails to follow this procedure, the Contractor may be disqualified from further bidding for a period of up to 6 months.

Changes in the Work

When the Engineer makes changes that result in the reduction or elimination of work to be performed by a committed MBE/WBE, the Contractor will not be required to seek additional participation. When the Engineer makes changes that result in additional work to be performed by a MBE/WBE based upon the Contractor's commitment, the MBE/WBE shall participate in additional work to the same extent as the MBE/WBE participated in the original contract work.

When the Engineer makes changes that result in extra work, which has more than a minimal impact on the contract amount, the Contractor shall seek additional participation by MBEs/WBEs unless otherwise approved by the Engineer.

When the Engineer makes changes that result in an alteration of plans or details of construction, and a portion or all of the work had been expected to be performed by a committed MBE/WBE, the Contractor shall seek participation by MBEs/WBEs unless otherwise approved by the Engineer.

When the Contractor requests changes in the work that result in the reduction or elimination of work that the Contractor committed to be performed by a MBE/WBE, the Contractor shall seek additional participation by MBEs/WBEs equal to the reduced MBE/WBE participation caused by the changes.

Reports and Documentation

A SAF (*Subcontract Approval Form*) shall be submitted for all work which is to be performed by a MBE/WBE subcontractor. The Department reserves the right to require copies of actual subcontract agreements involving MBE/WBE subcontractors.

When using transportation services to meet the contract commitment, the Contractor shall submit a proposed trucking plan in addition to the SAF. The plan shall be submitted prior to beginning construction on the project. The plan shall include the names of all trucking firms proposed for use, their certification type(s), the number of trucks owned by the firm, as well as the individual truck identification numbers, and the line item(s) being performed.

Within 30 calendar days of entering into an agreement with a MBE/WBE for materials, supplies or services, not otherwise documented by the SAF as specified above, the Contractor shall furnish the Engineer a copy of the agreement. The documentation shall also indicate the percentage (60% or 100%) of expenditures claimed for MBE/WBE credit.

Reporting Minority and Women Business Enterprise Participation

The Contractor shall provide the Engineer with an accounting of payments made to all MBE and WBE firms, including material suppliers and contractors at all levels (prime, subcontractor, or second tier subcontractor). This accounting shall be furnished to the Engineer for any given month by the end of the following month. Failure to submit this information accordingly may result in the following action:

- (A) Withholding of money due in the next partial pay estimate; or
- (B) Removal of an approved contractor from the prequalified bidders' list or the removal of other entities from the approved subcontractors list.

While each contractor (prime, subcontractor, 2nd tier subcontractor) is responsible for accurate accounting of payments to MBEs/WBEs, it shall be the prime contractor's responsibility to report all monthly and final payment information in the correct reporting manner.

Failure on the part of the Contractor to submit the required information in the time frame specified may result in the disqualification of that contractor and any affiliate companies from further bidding until the required information is submitted.

Failure on the part of any subcontractor to submit the required information in the time frame specified may result in the disqualification of that contractor and any affiliate companies from being approved for further work on future projects until the required information is submitted.

Contractors reporting transportation services provided by non-MBE/WBE lessees shall evaluate the value of services provided during the month of the reporting period only.

At any time, the Engineer can request written verification of subcontractor payments. The Contractor shall report the accounting of payments through the Department's DBE Payment Tracking System.

Failure to Meet Contract Requirements

Failure to meet contract requirements in accordance with Subarticle 102-15(J) of the *2018 Standard Specifications* may be cause to disqualify the Contractor.

MULTI-YEAR MAINTENANCE CONTRACTS:

(4-20-21)

SP1 G75

This contract is a multi-year maintenance contract let pursuant to the provisions of N.C. General Statute §136-28.1. In accordance with N.C. General Statute §136-28.1, an award in a maintenance contract shall not exceed \$5,000,000 per year. This contract award is limited to \$5,000,000 per year. No payments in excess of this amount will be disbursed, in accordance with the Statute.

CONTRACTOR'S LICENSE REQUIREMENTS:

(7-1-95)

102-14

SP1 G88

If the successful bidder does not hold the proper license to perform any plumbing, heating, air conditioning, or electrical work in this contract, he will be required to sublet such work to a contractor properly licensed in accordance with *Article 2 of Chapter 87 of the General Statutes* (licensing of heating, plumbing, and air conditioning contractors) and *Article 4 of Chapter 87 of the General Statutes* (licensing of electrical contractors).

USE OF UNMANNED AIRCRAFT SYSTEM (UAS):

(8-20-19)

SP1 G092

The Contractor shall adhere to all Federal, State and Local regulations and guidelines for the use of Unmanned Aircraft Systems (UAS). This includes but is not limited to US 14 CFR Part 107 *Small UAS Rule*, NC GS 15A-300.2 *Regulation of launch and recovery sites*, NC GS 63-95 *Training required for the operation of unmanned aircraft systems*, NC GS 63-96 *Permit required for commercial operation of unmanned aircraft system*, and NCDOT UAS Policy. The required operator certifications include possessing a current Federal Aviation Administration (FAA) Remote Pilot Certificate, a NC UAS Operator Permit as well as operating a UAS registered with the FAA.

Prior to beginning operations, the Contractor shall complete the NCDOT UAS – Flight Operation Approval Form and submit it to the Engineer for approval. All UAS operations shall be approved by the Engineer prior to beginning the operations.

All contractors or subcontractors operating UAS shall have UAS specific general liability insurance to cover all operations under this contract.

The use of UAS is at the Contractor's discretion. No measurement or payment will be made for the use of UAS. In the event that the Department directs the Contractor to utilize UAS, payment will be in accordance with Article 104-7 Extra Work.

EQUIPMENT IDLING GUIDELINES:

(1-19-21)

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SP1 G096

Exercise reduced fuel consumption and reduced equipment emissions during the construction of all work associated with this contract. Employees engaged in the construction of this project should turn off vehicles when stopped for more than thirty (30) minutes and off-highway equipment should idle no longer than fifteen (15) consecutive minutes.

These guidelines for turning off vehicles and equipment when idling do not apply to:

1. Idling when queuing.
2. Idling to verify the vehicle is in safe operating condition.
3. Idling for testing, servicing, repairing or diagnostic purposes.
4. Idling necessary to accomplish work for which the vehicle was designed (such as operating a crane, mixing concrete, etc.).
5. Idling required to bring the machine system to operating temperature.
6. Emergency vehicles, utility company, construction, and maintenance vehicles where the engines must run to perform needed work.
7. Idling to ensure safe operation of the vehicle.
8. Idling when the propulsion engine is providing auxiliary power for other than heating or air conditioning. (such as hydraulic systems for pavers)
9. When specific traffic, safety, or emergency situations arise.

10. If the ambient temperature is less than 32 degrees Fahrenheit. Limited idling to provide for the safety of vehicle occupants (e.g. to run the heater).
11. If the ambient temperature is greater than 90 degrees Fahrenheit. Limited idling to provide for the safety of vehicle occupants of off-highway equipment (e.g. to run the air conditioning) no more than 30 minutes.
12. Diesel powered vehicles may idle for up to 30 minutes to minimize restart problems.

Any vehicle, truck, or equipment in which the primary source of fuel is natural gas or electricity is exempt from the idling limitations set forth in this special provision.

OUTSOURCING OUTSIDE THE USA:

(9-21-04) (Rev. 5-16-06)

SP1 G150

All work on consultant contracts, services contracts, and construction contracts shall be performed in the United States of America. No work shall be outsourced outside of the United States of America.

Outsourcing for the purpose of this provision is defined as the practice of subcontracting labor, work, services, staffing, or personnel to entities located outside of the United States.

The North Carolina Secretary of Transportation shall approve exceptions to this provision in writing.

PROJECT SPECIAL PROVISIONS**DMS****DESCRIPTION & SCOPE OF WORK**

Div. 7 (8-20-2018)

The work consists of performing scheduled preventive maintenance of Dynamic Message Signs and occasionally as needed repair and installation of DMS equipment and associated hardware/software. *All work will be performed “as needed” upon request by the Engineer.* The scheduled preventative maintenance will be performed under one of two separate categories: “Preventive Maintenance” or “Technical Equipment/Support”. Each category will have independent measurements and payments. The contractor will not be allowed to submit a request for payment for performing work on a single site under both categories

The contractor shall not perform any work that has not been authorized by the Engineer.

MATERIALS**Qualified Products**

Furnish new equipment, materials, and hardware unless otherwise required. Inscribe manufacturer's name, model number, serial number, and any additional information needed for proper identification on each piece of equipment housed in a case or housing.

Signal and communications equipment, material, and hardware shall be pre-approved on the QPL by the date of installation. Equipment, material, and hardware not pre-approved when required will not be allowed for use on the project.

Signal Equipment Qualified Products List (QPL) is available on the Department's website: <https://connect.ncdot.gov/resources/safety/Pages/ITS-and-Signals-Qualified-Products.aspx>.

Consult the QPL website to obtain pre-approval procedures.

Wire and Cable

Furnish wire and cable on reels and furnish samples of wire and cable to the Department when requested at no additional cost. Provide either 0.05" x 0.30" aluminum wrapping tape or 0.06" stainless steel lashing wire for lashing cables to messenger cable. Use 0.045" stainless steel lashing wire to lash fiber-optic communications cable to messenger cable.

For installation in a conduit system, lubricate the cable and wires before installing in conduit. Use lubricant that will not physically or chemically harm the cable jacket, wire insulation, and conduit. Splice all electrical wire and cable at recessed-screw, barrier type terminal blocks, in junction boxes, or in conduits. Unless specifically allowed, connect no more than two conductors to the same terminal screw. Maintain color coding of wires through splices. Protect ends of wire and cable from water and moisture. Install all wire and cable with necessary hardware including, but

not limited to shoulder eyebolts, washers, nuts, thimble eyelets, three-bolt clamps, J-hooks, split bolt connectors, grounding clamps, and lashing material.

Regulations and Codes

Furnish material and workmanship conforming to the NEC, NESC, UL, and all local safety codes in effect on the date of advertisement. Comply with Article 4, Chapter 87 of the *North Carolina General Statutes* (Licensing of Electrical Contractors). Comply with all regulations and codes imposed by the owner of affected utility poles. In the event of a conflict between the NEC, NESC, UL, local safety codes in effect on the date of advertisement, these Specifications, and the cited documents will govern.

Notify the Engineer, local traffic enforcement agencies, and local utility companies seven business days before operational shutdowns to coordinate connection or disconnection to an existing utility or system. Install standoffs, meter bases, and service disconnects as required by the NESC, NEC, local utility companies, and local ordinances.

Utility Services

Coordinate all work to ensure electrical power of proper voltage, phase, frequency, and ampacity is available to complete the work. Use electrical services cables with THW insulation. When electrical, telephone, and telecommunication service is not furnished by the Department and is required, contact the utility company, and make application to ensure all work can be completed. Obtain authorization for service in the Department's name and make application for service in the Department's name. The Department will be responsible for direct payment of monthly utility company usage charges. The Contractor will be responsible for all expenses associated with utility installation costs, hookups, etc.

Software

Testing and Diagnostic Software provided by the Technical Logistical Support Group shall remain the sole property of North Carolina Department of Transportation. Steps must be taken to ensure the safety and security of the software. The software cannot be transferred, shared, or reviewed by any individual or entity without the express written permission of the Technical Logistical Support Group. At the termination of the contract all software must be destroyed or returned at no cost to NCDOT.

All provided software is used at the sole risk of the Contractor. The Technical Logistical Support Group provides no claims or warranties as to the safety and reliability of the supplied product. The use of OEM testing software is acceptable.

Any loss or theft of the software or device that contained the software must be reported to Technical Logistical Support Group (TLSG) immediately.

Networks and Data

Computer networks, (wired or otherwise), Computers, Networking devices, other components connected to ITS Networks and all data traveling said networks or stored on/in any devices remain the sole property of Technical Logistical Support Group and North Carolina Department of Transportation.

No device may be connected to any ITS network or device without the prior knowledge of the Technical Logistical Support Group. No data may be copied, transferred to/from any device or component of the system without the prior knowledge

Grounding

Provide a grounding system at all new and revised electrical service points unless otherwise specified. In addition to NEC requirements, test grounding electrode resistance at connection point to electrical service ground bus for a maximum of 20 ohms. Furnish and install additional ground rods to grounding electrode system as necessary to meet test requirements. Provide a length of marker tape 6 to 12 inches below finished grade directly over grounding electrodes and conductors.

Removal of Existing Materials and Equipment

The contractor shall remove and dispose of all damaged or defective materials and equipment at no cost to the Department unless otherwise specified by the Engineer. When directed, the contractor shall return all related equipment and materials, to the Triad Regional TMC, located at 201 S. Chimney Rock Road, Greensboro between 8:00 a.m. and 12:00 p.m., Monday through Thursday or at a time mutually agreed upon by the Contractor and the Engineer. The contractor shall replace or repair all materials lost or damaged during transit. All items returned to the TMC shall be labeled to indicate the location from which it was removed. The cost of removal and disposal will be considered incidental with no additional compensation.

ELECTRICAL CODES AND INSPECTION

The contractor shall have prior experience (at least two years) with variable message signs to properly perform work with limited supervision. The contractor shall comply with all codes, applicable local ordinances and regulations and shall obtain all permits and licenses as may be required by state and local governmental agencies.

All contractor-supplied electrical materials and all work performed on the project shall meet the latest requirements of the national electrical code and all applicable local ordinances.

The contractor shall obtain an electrical inspection for all work and shall pay for all inspection fees and/or permits. The contractor shall have all work inspected and approved in writing by the authorized electrical inspector for the area. Such written approval shall be furnished to the Engineer but shall neither eliminate nor take the place of inspections by the Engineer or his representative. Such written approval shall be furnished to the Engineer with the related payment invoice.

Inspection by the Licensed Electrical Inspector shall be in addition to inspections by Division of Highways personnel to ensure compliance with contact requirements.

TWELVE MONTH GUARANTEE:

(7-15-03)

108

SP1 G145

- (A) The Contractor shall guarantee materials and workmanship against latent and patent defects arising from faulty materials, faulty workmanship, or negligence for a period of twelve months following the date of final acceptance of the work for maintenance and shall replace such defective materials and workmanship without cost to the Department. The Contractor will not be responsible for damage due to faulty design, normal wear, and tear, for negligence on the part of the Department, and/or for use in excess of the design.
- (B) Where items of equipment or material carry a manufacturer's guarantee for any period in excess of twelve months, then the manufacturer's guarantee shall apply for that particular piece of equipment or material. The Department's first remedy shall be through the manufacturer although the Contractor is responsible for invoking the warranted repair work with the manufacturer. The Contractor's responsibility shall be limited to the term of the manufacturer's guarantee. NCDOT would be afforded the same warranty as provided by the Manufacturer.

This guarantee provision shall be invoked only for major components of work in which the Contractor would be wholly responsible for under the terms of the contract. Examples would include pavement structures, bridge components, and sign structures. This provision will not be used as a mechanism to force the Contractor to return to the project to make repairs or perform additional work that the Department would normally compensate the Contractor for. In addition, routine maintenance activities (i.e. mowing grass, debris removal, ruts in earth shoulders,) are not parts of this guarantee.

Appropriate provisions of the payment and/or performance bonds shall cover this guarantee for the project.

To ensure uniform application statewide the Division Engineer will forward details regarding the circumstances surrounding any proposed guarantee repairs to the Chief Engineer for review and approval prior to the work being performed.

PREVENTIVE MAINTENANCE

General

The contractor shall perform annual and semi-annual preventative maintenance on all functioning Dynamic Message Signs and field controllers in Alamance, Forsyth, Guilford, and Randolph Counties. Contractor will not perform preventive maintenance on DMS which are non-functional at the scheduled preventive maintenance cycle. Non-functional DMS will receive preventive maintenance during the next scheduled rotation. All preventative maintenance functions for eligible equipment shall be performed in accordance with the schedule outlined in this contract or at the direction of the Engineer.

Schedule

The contractor shall commence work on the date of availability shown below or as soon thereafter as practicable. The contractor shall not begin work prior to the date of availability without written approval of the Engineer. Prior to starting work, the Contractor shall prepare and submit for approval by the Engineer a schedule of his proposed working progress in accordance with the following instructions:

1. Contractor shall submit schedules weekly, on the Wednesday prior to the week expected to work for the Engineer to review and approve.
2. Contractor shall request TIMS entries 5 days prior to the week expected to work.
3. Contractor shall make every effort to avoid lane closures on Mondays and Fridays.
4. Contractor shall not perform preventative maintenance on more than 3 DMS locations in a single day.
5. Contractor shall make every effort to complete the preventative maintenance at each location prior to moving on. When conditions beyond the contractor’s control have adversely affected his progress at a site, the contractor may return to the site at a later date no more than 1 month after the initial visit.

PM Schedule cycle #1	Dates:	DOT Inspection period
20% of Total DMS	September 1 – September 30	October 1 – October 31
20% of Total DMS	October 1 – October 31	November 1 – November 30
20% of Total DMS	November 1 – November 30	December 1 – December 31
20% of Total DMS	December 1 – December 31	January 1 – January 31
20% of Total DMS	January 1 – January 31	February 1 – February 28
PM Schedule cycle #2	Dates:	DOT Inspection period
20% of Total DMS	February 1 – February 28	March 1 – March 31
20% of Total DMS	March 1 – March 31	April 1 – April 30
20% of Total DMS	April 1 – April 30	May 1 – May 31
20% of Total DMS	May 1 – May 31	June 1 – June 30
20% of Total DMS	June 1 – June 30	July 1 – July 31

When conditions beyond the Contractor’s control have adversely affected his progress, or the Engineer has extended the completion date, the Contractor may submit a revised progress schedule to the Engineer for approval. Such revised progress schedule will not be approved unless accompanied by a detailed written statement giving the Contractor’s reason for the proposed revision. The Engineer reserves the right to make alterations in the schedule as may be found necessary or desirable, at any time during the progress of work. Such alterations shall not invalidate the contract and the contractor agrees to perform the work as altered at the contract unit or lump sum prices in the original contract.

A list of the current Dynamic Message Sign locations is attached in **APPENDIX C**.

The Engineer reserves the right to add and/or delete DMS sites at any time during the progress of the work. Whenever it is necessary to make additions and/or deletions of a DMS site to the PM Schedule cycle, the Engineer shall provide the Contractor with written notice of the change. The addition/deletion of DMS sites will not constitute a material change and will not require a supplemental agreement.

Construction Method

The contractor shall furnish all materials, labor, equipment, and incidentals necessary to complete the Preventive Maintenance work including but not limited to the following:

- Replace air filters in the sign and the controller cabinet.
- Clean and vacuum the interior of the dynamic message sign cabinets and controller cabinets for dynamic message signs.
- Check to ensure the photocell assembly is operating correctly on the dynamic message signs.
- Check to ensure all fiber optic tails and lenses are in proper position for the dynamic message signs.
- Check the operation of fans, heater, lights, receptacles, switches and thermostats in the sign and the controller cabinet for the dynamic message sign.
- Lubricate all locks and hinges and ensure that they operate properly on the sign cabinet and controller cabinet for dynamic message signs and repair as needed.
- Check for leakage on sign and controller cabinets for dynamic message signs and repair as needed.
- Perform visual check of all connections to insure they are secure and in place for the video surveillance cameras.
- Inspect pole grounding and lightning protection system for the dynamic message signs.
- Perform visual inspection for damage, conduit attachments and guy wires of mounting and service poles for dynamic message signs.
- Remove all vegetation within a 10' radius around the dynamic message signs structure.
- Remove all vegetation and undergrowth within a 10' radius around the control cabinet.

For a detailed inspection sheet, see Appendix A: DMS Preventative Maintenance.

If the Contractor performs any repair work not covered under the annual preventative maintenance, the Contractor must obtain prior approval from the Engineer to perform the work and document time and materials used to correct the problem.

The Contractor shall be responsible for any/all damage to private and/or public property resulting from this work; the Department of Transportation assumes no liability regarding injury and/or property damage resulting from work performed by the contractor.

After the annual inspection has been completed, the Contractor will furnish the Engineer with a log of each location inspected and the repairs required to maintain system operations. The completed checklist (**Appendix A**) shall be brought to the Triad TMC for archiving and any future use.

During each round of PM's, the date, participating technician(s), and general results should be recorded on the appropriate log sheets (**Appendix B**).

At the end of the yearly PM cycle and prior to final payment, the contractor shall be required to complete and submit Annual Summary Logs (**Appendix C**).

Inspect and Clean Polycarbonate Face

The contractor shall inspect and clean the Polycarbonate face with one of the following products or an approved equal:

- o Formula 409 Glass & Surface Cleaner (®™ Clorox Co.)
- o Joy (®™ Proctor and Gamble)
- o Palmolive Liquid (®™ Colgate Palmolive)
- o Windex Glass Cleaner with Ammonia'D' (®™ Drackett Products Co.)

The first three products require the polycarbonate materials to be rinsed with water to remove the soap residue, dirt, and debris.

Use the manufacturer's recommendations for each particular product and always clean a small portion of the panel first to test the cleaner before applying to the entire panel.

No separate payment will be made for the inspecting and cleaning the Polycarbonate face. All work and materials associated with cleaning the Polycarbonate face are considered incidental to the Preventative Maintenance program.

Method of Payment

The quantity of Preventative Maintenance to be paid for will be the actual number of DMS sites where preventative maintenance and documentation was completed and accepted by the Engineer. The quantity of additional equipment to be paid for will be the actual number of units supplied, installed, documented, and accepted by the Engineer.

Payment will be made under

DMS Preventative MaintenanceEach

UTILITY CONFLICTS

The contractor shall be responsible for locating any and all utilities in conflict with the work.

TECHNICAL EQUIPMENT/SUPPORT

General

The regular Preventive Maintenance (PM) program for the Dynamic Messages Signs (DMS) should ensure successful and reliable operation of the DMS while preventing operational failures, however, there are occasions when a DMS site may experience malfunctions and breakdowns. The Preventive Maintenance Contractor may be requested to *perform repair work as needed*.

The contractor shall furnish the Department fully operated equipment and/or labor with specified skill sets in quantities as may be needed by the Department from time to time and for such periods as may be necessary.

The Contractor shall furnish equipment in good operating condition and operated by properly trained and qualified personnel. The personnel operating the equipment shall be the responsibility of the contractor during the performance of the contract. The personnel shall be subject to the directions of the Department of Transportation. Subcontractors may be permitted under this agreement with prior approval of the Engineer. The Department of Transportation may refuse delivery or may return any equipment found to be defective and/or inadequately operated.

The contractor shall be responsible for providing transportation for all equipment to and from all job sites at no cost to the Department of Transportation. No equipment owned or personnel employed by the Department of Transportation may be used in the transportation or operation of the contractor's equipment.

The Contractor shall be responsible for all costs or charges incurred in the operation and maintenance of the equipment during the contract period.

SPECIAL EQUIPMENT, PERSONNEL, AND REQUIREMENTS

The contractor shall provide personnel with prior experience (at least two years) with DMS, which will enable them to work with limited supervision.

The Contractor shall provide a **bucket truck with an extendable boom** of sufficient height to safely perform required maintenance and repair, hand and power tools, twenty (20) 36" MUTCD traffic control cones, and minimum staff of (1) one licensed electrician & (1) one electrician helper.

The contractor shall provide a **utility truck** with hand and power tools, twenty (20) 36" MUTCD traffic control cones, and minimum staff of (1) one electrician & (1) one electrician helper.

The Contractor shall provide **(1) Locate Technician** with transportation sufficient for field conditions and hand/power tools capable of locating State owned fiber, communication services, and power lines related to and supporting the regional DMS and ITS devices.

The contractor shall provide **(1) I.T.S. Electronics Technician** with transportation sufficient for field conditions and related equipment to assist the TMC Technical Logistical Support Group with short term projects involving: advance repair and diagnostic of DMS devices to the board level, Serial Communication Pathways (using hardware & software), cable assembly design and custom fabrication, telephone systems (POTS), testing of short range radio links, cellular communication installation, and support, solar power systems support.

The contractor shall provide **(1) Advance I.T.S. Electronics Technician** with a transportation sufficient for field conditions and related equipment to assist the TMC Technical Logistical Support Group with troubleshooting and preventative maintenance for: fiber optics installation, termination, and testing, testing of serial communications (RS-232/422/485) using hardware and software. In addition, they must be able to setup terminal server communication to a DMS Devices via cellular, wireless, radio, LAN, and fiber optic communication.

The contractor shall provide **(1) Illustrator** with transportation sufficient for field conditions and related equipment to assist the TMC Technical Logistical Support Group with documenting and identifying the ITS Devices and sub-systems, mapping the equipment, and setting up designs, creating, and updating Micro-station drawings supplied by the contractor.

The contractor shall provide **(1) Computer Hardware/Software Technician** with transportation sufficient for field conditions and related equipment to assist and Support the TMC's Technical Logistical Support Group with short term projects involving: server and desktop system administration, installation configuration support, and repair of Linux and Windows Server and Workstations. In addition, they should be capable of creation of virtual backup systems, backing up/ghosting and documentation of systems utilizing Microsoft SQL Server, MYSQL, Apache configuration and their related administration/support.

In addition to the normal parts, supplies, and tools that are carried on an electrical contractor's utility truck, bucket truck, and/or pickup truck(s); the contractor should have the following equipment:

- Laptop with Ethernet, serial ports, the ability to run ITS Software, and loaded with DMS software
- RS-232/422/485 Test Equipment
- Digital Multi-meter
- Ground Resistance test meter
- Compressed air
- Cleaning solution for polycarbonate
- Personal insect repellent for ticks and mosquitoes
- Insecticide
- Thermometer (for reading temperature inside the sign enclosure and ground cabinet and for checking the reading vs. reading received by controller)
- Heat Gun (to warm up temperature probes to verify operation of cooling system)
- Freeze Spray (to chill temperature probes to verify operation of heating system)

- Phone line indicator
- Communications loop back plugs for RS-232, RS-422, and RS-485
- Spare parts for DMS (look this up in the Vendors' manual)
- Tool box with appropriate set of tools.
- Small vacuum cleaner
- White lithium grease in an aerosol can for lubrication
- Air filters
- GPS device
- Two (2) Fire Extinguishers

The contractor must be able to test and control the equipment on site without the assistance of the TMC Office.

Method of Measurement and Basis of Payment

(A) System Diagnostic and Action Plans (Engineering Estimates)

The Contractor shall conduct a technology survey of the DMS to evaluate the failures and develop an action plan to correct the problem. The Contractor's survey can include but is not limited to troubleshooting the site to determine the cause of the failure and/or limitation. The survey shall focus on the existing technology of the site. After the Contractor has completed the survey, the Contractor shall develop an Action Plan.

The Action Plan shall include but is not limited to survey documentation, and repair cost estimates for time, material, and labor. If the cause is determined to be the result of outdated technology, the Action Plan shall include but not be limited to survey documentation, any upgrades required to restore the functionality of the site, cut sheets on new technology, and estimates for time, material, and labor to install upgrades and restore the site.

If requested by the Engineer, the Contractor can develop an Action Plan which includes but is not limited to site upgrades and/or alternative technology paths. If the Contractor anticipates the amount of work required to complete an Action Plan with alternative paths to exceed the contract unit bid price, the Contractor shall advise the Engineer in writing in advance of any work. If all parties agree the scope of work exceeds the normal parameters of the Action Plan, the Engineer may negotiate a price adjustment under a separate Supplemental Agreement.

Unless stated in a separate Supplemental Agreement, all equipment, personal, and work required to develop the Action Plan shall be considered incidental and no separate payment shall be made.

The quantity of Action Plans to be paid for will be the actual number of Action Plans which are completed and accepted by the Engineer.

(B) Installation, Maintenance, and Repair

Installation, maintenance, and repair shall be paid at the contract bid price or at the price as negotiated under a separate Supplemental Agreement.

All equipment and personnel covered under this section shall be paid on an hourly basis at the contract bid price. All charges shall be determined to the nearest one-quarter (1/4) hour based upon the time the equipment was in actual productive operation. The contractor will not be paid for downtime due to meals, equipment failure, unsatisfactory weather, nor any other conditions. All technical and programs services are considered incidental, and no separate payment will be made.

Bucket Truck with Extended Boom will be measured and paid per hour for the number of units furnished on site and the actual number of work hours performed by specialized staff. Materials used with a unit cost of \$10.00 or less; such as bolts, nuts, screws, electrical caps, electrical tape, fuses, etc. are considered incidental and no separate payment will be made.

Utility Truck will be measured and paid per hour for the number of units furnished on site. Materials used with a unit cost of \$10.00 or less; such as bolts, nuts, screws, electrical caps, electrical tape, fuses, etc. are considered incidental and no separate payment will be made.

Payment will be made under:

Action Plan (Engineering Estimates).....	Each
Bucket Truck with extended boom.....	Hourly
Utility truck.....	Hourly
Locate Technician.....	Hourly
I.T.S. Electronics Technician.....	Hourly
Advance I.T.S. Electronics Technician.....	Hourly
Illustrator.....	Hourly
Computer Hardware/Software Technician	Hourly

Additional Parts and Materials is not a bid item and reimbursement will be paid at the actual price of the part or material plus fifteen percent (15%). This does not include taxes, shipping, or handling charges; Taxes, shipping and handling charges on these items are the responsibility of the contractor. Items with a unit cost of \$10.00 or less (such as bolts, nuts, screws, electrical caps, electrical tape, fuses, etc.) are considered incidental and no separate payment will be made.

The contractor shall submit the *original* invoice with each request for payment. Excess parts and materials paid for by NCDOT but not used on the job, **must be turned over to the Engineer at the completion of the job for use on future jobs.**

If the parts or materials used for the job were not specifically purchased for the job but were taken from the Contractor’s stock, the Contractor shall furnish an affidavit certifying the parts or material

were taken from his stock and shall list the quantity actually used for the specific job, the unit price and the total price of the parts or materials **along with a copy of the original invoice.**

TRAVELER INFORMATION MANAGEMENT SYSTEM (TIMS) INITIATIVE

In an effort to provide real-time travel information to the public, this contract will require the contractor to report all lane and shoulder closures, along State roadways into the TIMS system. Reporting shall consist of a 5-day advance notice of the tentative traffic control plans and work schedules. In addition, the contractor shall coordinate and report real time changes and/or modifications to the public on the TIMS 511 system.

In order to fulfill this requirement, the contractor shall contact the Triad TMC during business hours or the State Transportation Operations Center (STOC) in Raleigh afterhours and request assistance with TIMS.

- The contractor shall call or email the Triad TMC during business hours or the STOC 24/7 5 days in advance to request the Operators to enter the information into the 511 system. Depending on their workload if they cannot enter the information, the operator will take the contractor's number and return their call for the detailed TIMS information. Contact information shall be provided to the contractor prior to the scheduled PM cycle and will be updated as needed.
- Every TIMS entry has a unique number assigned to it when the initial information is entered. The contractor shall use this number when requesting modifications and/or event close outs. It shall be the contractor's responsibility to get this unique TIMS number from the Operator.
- To make modifications and/or close out an incident, the contractor shall again contact the Triad TMC or the STOC and request the operators to update an existing entry whenever conditions and/or the work schedule changes. To maintain real time information, the contractor shall be responsible for making it clear to the operator that his/her request is for a current incident.
- The Contractor shall include the TIMS incident number on all invoices for lane and/or shoulder closures.
- If the Contractor does not obtain a TIMS incident number prior to installing a lane and/or shoulder closure, the contractor will be required to immediately remove the closure and could be subject to liquidated damages.
- No separate payment will be made for a TIMS entry and/or any real time updates; however, an accurate TIMS entry is required for the successful installation of a lane and/or shoulder closure by the Contractor. Therefore, the Contractor shall be

responsible for ensuring the lane closure is entered into TIMS and verify the incident's accuracy by viewing the DOT's public 511 website at: <https://drivenc.gov/>

WORK ZONE INSTALLER:

(7-20-21)

1101, 1150

SP11 R04

Provide the service of at least one qualified work zone installer during the setup, installation, and removal of temporary traffic control within the highway right of way. The qualified work zone installer shall serve as crew leader and shall be on site and directing the installation and removal of temporary traffic control. If multiple temporary traffic control installations or removals are occurring simultaneously, then each shall have a qualified work zone installer.

The work zone installer shall be qualified by an NCDOT approved training agency in the safe and competent set up of temporary traffic control. For a complete listing of approved training agencies, see the Work Zone Safety Training webpage.

A work zone supervisor, in accordance with Article 1101-13 of the *Standard Specifications*, may fulfill the role of the work zone installer during the setup, installation, and removal of temporary traffic control within the highway right of way provided they are on site and directing the installation and removal of temporary traffic control.

All other individuals participating in the setup, installation, and removal of temporary traffic control within the highway right of way shall be certified as a qualified flagger in accordance with Article 1150-3 of the *Standard Specifications*, even if flagging is not being performed as part of the traffic control.

Provide the name and contact information of all qualified work zone installers to the Engineer prior to or at the preconstruction conference. Additionally, provide a qualification statement that all other individuals participating in the setup, installation, and removal of temporary traffic control are qualified flaggers that have been properly trained through an NCDOT approved training agency.

TRAFFIC CONTROL:

All traffic control devices required and installed will be in accordance with the NCDOT *2018 Standard Specifications for Roads and Structures* and the NCDOT *2018 Roadway Standard Drawings* and the latest edition of the and the *Manual on Uniform Traffic Control Devices* (MUTCD), whichever is greater.

If crews are available, NCDOT may provide the shoulder closure and/or full lane closures on multilane roads. The Contractor shall notify the Engineer at least 72 hours prior to the need for DOT assistance with Traffic Control. The Engineer will notify the Contractor 48 hours prior to the needed closure as to whether NCDOT crews will be able to assist with any closures.

If NCDOT crews are not available, the Contractor shall provide all traffic control during construction and furnish, install, remove, secure & maintain all traffic control devices during the project.

The Contractor shall be responsible for Traffic Control including but not limited to providing Work Zone Signs (portable), Truck Mounted Attenuators (TMA), Changeable Messages Signs (CMS), Flashing Arrow Panels (FAP), Drums, Cones, Skinny Drums, Pilot/Chase Vehicles, Law Enforcement, and Portable Lighting and labor to install and remove the lane closures and related traffic control devices

The Contractor shall maintain all traffic in accordance with Divisions 10 and 11 of the *2018 NCDOT Standard Specifications for Roads and Structures* and the *2018 Roadway Standard Drawings* and the following provisions:

The Contractor shall be responsible coordinate with the NCDOT Resident Engineer in charge of any project in the vicinity of this project for any work that may affect the construction and the Traffic Control of this project.

The Contractor shall perform work only when weather and visibility conditions allow safe operations as directed by the Engineer.

When required, Contractor shall provide appropriate lighting in accordance with Section 105-14, *Standard Specifications for Roads and Structures* except that no separate payment will be made for portable lighting.

The Contractor shall operate equipment and conduct operations in the same direction as the flow of traffic. Do not cross medians with equipment, except at properly designated interchanges.

Install Work Zone Advance Warning Signs in accordance with Standard Drawing No. 1101.01 of the 2018 Roadway Standard Drawings prior to beginning any other work. Use lane closures for either right or left lanes with on-ramp and off-ramp signing, as required (refer to Roadway Standard Drawings No. 1101.02). Use temporary shoulder closures, as required (refer to Roadway Standard Drawing No. 1101.04). Use rolling roadblock operations for temporary road closures (refer to Roadway Standard Drawings No. 1101.03, sheet 9 of 9). Maintain the existing traffic pattern at all times, except in the immediate work zone where lane closures and road closures are allowed as determined by the Engineer.

When directed by the Engineer, CCTV/DMS foundations and structures shall be shielded by TMA device or Positive Protection until Proposed Guardrail is installed.

Changes may be required when physical dimensions in the Roadway Standard Drawings are not attainable to meet field conditions, or result in duplicate or undesired overlapping of devices.

Modifications may include: moving, supplementing, covering, or removal of devices as directed by the Engineer.

The following General Notes apply at all times for the duration of the construction project except as directed by the Engineer.

Lane and Shoulder Closure Requirements

- A) 5 day advance public notification of all closures via the TIMS 511 system
- B) Remove lane closure devices from the lane when work is not being performed behind the lane closure or when the lane closure is no longer needed, or as directed by the Engineer.
- C) When personnel and/or equipment are working within 15 feet of an open travel lane, close the nearest open shoulder using Roadway Standard Drawing No. 1101.04 unless the work area is protected by barrier or guardrail or a lane closure is installed.
- D) When personnel and/or equipment are working on the shoulder adjacent to a divided facility and within 10 feet of an open travel lane, close the nearest open travel lane using Roadway Standard Drawing No. 1101.02, unless the work area is protected by barrier or guardrail.
- E) When personnel and/or equipment are working within a lane of travel of an undivided or divided facility, close the lane according to the traffic control plans, Roadway Standard Drawings, or as directed by the Engineer. Conduct the work so that all personnel and/or equipment remain within the closed travel lane.

Traffic Pattern Alterations

- F) Notify the Engineer twenty-one (21) calendar days prior to any traffic pattern alteration.

Signing

- G) Ensure all necessary signing is in place prior to altering any traffic pattern.

Traffic Control Devices

- H) When lane closures are not in effect, space channelizing devices in work areas no greater in feet than twice the posted speed limit (MPH), except 10 feet on-center in radii, and 3 feet off the edge of an open travel way. Refer to Standard Specifications for roads and structures sections 1130 (Drums), 1135 (Cones) and 1180 (Skinny Drums) for additional requirements.
- I) Law Enforcement may be used to maintain traffic through the work area and/or intersections, as directed by the Engineer.

Measurement and payment

The quantity of lane closures or shoulder closures to be paid for will be the actual number of lane closures with TIMS incidents that are successfully installed by the Contractor and accepted by the Engineer. There is no pay item for traffic control provided by NCDOT. The pay item for Traffic Control as required in this contract, as shown in the Roadway Standard Drawings or as directed by the Engineer includes, but is not limited to providing Work Zone Signs (portable), Truck Mounted Attenuators (TMA), Changeable Messages Signs (CMS), Flashing Arrow Panels (FAP), Drums, Skinny Drums, Pilot/Chase Vehicles, Law Enforcement, and Portable Lighting.

Payment will be made at the contract unit price for “Full Lane Closure on a Multilane Road” or “Shoulder Closure” according to the type of lane closure installed. Only one payment will be made for each traffic control installation.

Payment will be made under:

Full Lane Closure on a Multilane Road.....	Each
Shoulder Closure.....	Each

STANDARD SPECIAL PROVISION
AVAILABILITY OF FUNDS – TERMINATION OF CONTRACTS

(5-20-08)

Z-2

General Statute 143C-6-11. (h) Highway Appropriation is hereby incorporated verbatim in this contract as follows:

(h) Amounts Encumbered. – Transportation project appropriations may be encumbered in the amount of allotments made to the Department of Transportation by the Director for the estimated payments for transportation project contract work to be performed in the appropriation fiscal year. The allotments shall be multiyear allotments and shall be based on estimated revenues and shall be subject to the maximum contract authority contained in *General Statute 143C-6-11(c)*. Payment for transportation project work performed pursuant to contract in any fiscal year other than the current fiscal year is subject to appropriations by the General Assembly. Transportation project contracts shall contain a schedule of estimated completion progress, and any acceleration of this progress shall be subject to the approval of the Department of Transportation provided funds are available. The State reserves the right to terminate or suspend any transportation project contract, and any transportation project contract shall be so terminated or suspended if funds will not be available for payment of the work to be performed during that fiscal year pursuant to the contract. In the event of termination of any contract, the contractor shall be given a written notice of termination at least 60 days before completion of scheduled work for which funds are available. In the event of termination, the contractor shall be paid for the work already performed in accordance with the contract specifications.

Payment will be made on any contract terminated pursuant to the special provision in accordance with Subarticle 108-13(E) of the *2018 Standard Specifications*.

STANDARD SPECIAL PROVISION

ERRATA

(10-16-18) (Rev.2-16-21)

Z-4

Revise the *2018 Standard Specifications* as follows:

Division 6

Page 6-7, Article 609-1 DESCRIPTION, line 29, replace article number “609-10” with “609-9”.

Division 7

Page 7-27, Article 725-1 MEASUREMENT AND PAYMENT, line 4, replace article number “725-1” with “724-4”.

Page 7-28, Article 725-1 MEASUREMENT AND PAYMENT, line 10, replace article number “725-1” with “725-3”.

Division 10

Page 10-78, Article 1056-4 GEOTEXTILES, TABLE 1056-1, Permittivity, Type 2, replace “Table 6^D” with “Table 7^D” and **Permittivity, Type 3^B,** replace “Table 7^D” with “Table 8^D”.

Page 10-121, Article 1076-7, REPAIR OF GALVANIZING, line 8, replace article number “1080-9” with “1080-7”.

Page 10-162, Article 1080-50 PAINT FOR VERTICAL MARKERS, line 1, replace article number “1080-50” with “1080-10”.

Page 10-162, Article 1080-61 EPOXY RESIN FOR REINFORCING STEEL, line 5, replace article number “1080-61” with “1080-11”.

Page 10-162, Article 1080-72 ABRASIVE MATERIALS FOR BLAST CLEANING STEEL, line 22, replace article number “1080-72” with “1080-12”.

Page 10-163, Article 1080-83 FIELD PERFORMANCE AND SERVICES, line 25, replace article number “1080-83” with “1080-13”.

Division 17

Page 17-15, Article 1715-4 MEASUREMENT AND PAYMENT, lines 42-44, replace the second sentence with the following:

An example is an installation of a single 1.25 inch HDPE conduit would be paid as:

Directional Drill (1)(1.25”) Linear Foot

STANDARD SPECIAL PROVISION**PLANT AND PEST QUARANTINES****(Imported Fire Ant, Gypsy Moth, Witchweed, Emerald Ash Borer, Guava Root Knot Nematode, And Other Noxious Weeds)**

(3-18-03) (Rev. 5-21-19)

Z-04a

Within Quarantined Area

This project may be within a county regulated for plant and/or pests. If the project or any part of the Contractor's operations is located within a quarantined area, thoroughly clean all equipment prior to moving out of the quarantined area. Comply with federal/state regulations by obtaining a certificate or limited permit for any regulated article moving from the quarantined area.

Originating in a Quarantined County

Obtain a certificate or limited permit issued by the N.C. Department of Agriculture/United States Department of Agriculture. Have the certificate or limited permit accompany the article when it arrives at the project site.

Contact

Contact the N.C. Department of Agriculture/United States Department of Agriculture at 1-800-206-9333, 919-707-3730, or <https://www.ncagr.gov/plantindustry/Plant/quaran/table2.htm> to determine those specific project sites located in the quarantined area or for any regulated article used on this project originating in a quarantined county.

Regulated Articles Include

1. Soil, sand, gravel, compost, peat, humus, muck, and decomposed manure, separately or with other articles. This includes movement of articles listed above that may be associated with cut/waste, ditch pulling, and shoulder cutting.
2. Plants with roots including grass sod.
3. Plant crowns and roots.
4. Bulbs, corms, rhizomes, and tubers of ornamental plants.
5. Hay, straw, fodder, and plant litter of any kind.
6. Clearing and grubbing debris.
7. Used agricultural cultivating and harvesting equipment.
8. Used earth-moving equipment.
9. Any other products, articles, or means of conveyance, of any character, if determined by an inspector to present a hazard of spreading imported fire ant, gypsy moth, witchweed, emerald ash borer, guava root knot nematode, or other noxious weeds.

STANDARD SPECIAL PROVISION

MINIMUM WAGES

(7-21-09)

Z-5

FEDERAL: The Fair Labor Standards Act provides that with certain exceptions every employer shall pay wages at the rate of not less than SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

STATE: The North Carolina Minimum Wage Act provides that every employer shall pay to each of his employees, wages at a rate of not less than SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all skilled labor employed on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all intermediate labor employed on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all unskilled labor on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

This determination of the intent of the application of this act to the contract on this project is the responsibility of the Contractor.

The Contractor shall have no claim against the Department of Transportation for any changes in the minimum wage laws, Federal or State. It is the responsibility of the Contractor to keep fully informed of all Federal and State Laws affecting his contract.

STANDARD SPECIAL PROVISION**TITLE VI AND NONDISCRIMINATION:**

(6-28-77)(Rev 6/19/2018)

Z-6

Revise the *2018 Standard Specifications* as follows:

Replace Article 103-4(B) with the following:

The North Carolina Department of Transportation is committed to carrying out the U.S. Department of Transportation's policy of ensuring nondiscrimination in the award and administration of contracts.

The provisions of this section related to United States Department of Transportation (US DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) part 21, 23 United States Code (U.S.C.) 140 and 23 CFR part 200 (or 49 CFR 303, 49 U.S.C. 5332 or 49 U.S.C. 47123) are applicable to all North Carolina Department of Transportation (NCDOT) contracts and to all related subcontracts, material supply, engineering, architectural and other service contracts, regardless of dollar amount. Any Federal provision that is specifically required not specifically set forth is hereby incorporated by reference.

(1) **Title VI Assurances (USDOT Order 1050.2A, Appendix A)**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(a) **Compliance with Regulations**

The contractor (hereinafter includes consultants) shall comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(b) **Nondiscrimination**

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(c) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment**

In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(d) **Information and Reports**

The contractor shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and shall permit access to its books,

records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor shall so certify to the Recipient or the FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance:

In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it and/or the FHWA may determine to be appropriate, including, but not limited to:

- (i) Withholding payments to the contractor under the contract until the contractor complies; and/or
- (ii) Cancelling, terminating, or suspending a contract, in whole or in part.

(f) Incorporation of Provisions

The contractor shall include the provisions of paragraphs (a) through (f) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor shall take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

(2) **Title VI Nondiscrimination Program (23 CFR 200.5(p))**

The North Carolina Department of Transportation (NCDOT) has assured the USDOT that, as a condition to receiving federal financial assistance, NCDOT will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by Title 49 CFR part 21 and related nondiscrimination authorities to ensure that no person shall, on the ground of race, color, national origin, limited English proficiency, sex, age, or disability (including religion/creed or income-level, where applicable), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs, activities, or services conducted or funded by NCDOT. Contractors and other organizations under contract or agreement with NCDOT must also comply with Title VI and related authorities, therefore:

- (a) During the performance of this contract or agreement, contractors (e.g., subcontractors, consultants, vendors, prime contractors) are responsible for complying with NCDOT's Title VI Program. Contractors are not required to prepare or submit Title VI Programs. To comply with this section, the prime contractor shall:
 - 1. Post NCDOT's Notice of Nondiscrimination and the Contractor's own Equal Employment Opportunity (EEO) Policy in conspicuous locations accessible to all employees, applicants and subcontractors on the jobsite.
 - 2. Physically incorporate the required Title VI clauses into all subcontracts on federally-assisted and state-funded NCDOT projects, and ensure inclusion by subcontractors into all lower-tier subcontracts.

3. Required Solicitation Language. The Contractor shall include the following notification in all solicitations for bids and requests for work or material, regardless of funding source:

“The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. In accordance with other related nondiscrimination authorities, bidders and contractors will also not be discriminated against on the grounds of sex, age, disability, low-income level, creed/religion, or limited English proficiency in consideration for an award.”
 4. Physically incorporate the FHWA-1273, in its entirety, into all subcontracts and subsequent lower tier subcontracts on Federal-aid highway construction contracts only.
 5. Provide language assistance services (i.e., written translation and oral interpretation), free of charge, to LEP employees and applicants. Contact NCDOT OCR for further assistance, if needed.
 6. For assistance with these Title VI requirements, contact the NCDOT Title VI Nondiscrimination Program at 1-800-522-0453.
- (b) Subrecipients (e.g. cities, counties, LGAs, planning organizations) may be required to prepare and submit a Title VI Plan to NCDOT, including Title VI Assurances and/or agreements. Subrecipients must also ensure compliance by their contractors and subrecipients with Title VI. (23 CFR 200.9(b)(7))
- (c) If reviewed or investigated by NCDOT, the contractor or subrecipient agrees to take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless additional time is granted by NCDOT. (23 CFR 200.9(b)(15))
- (d) The Contractor is responsible for notifying subcontractors of NCDOT’s External Discrimination Complaints Process.
1. Applicability
Title VI and related laws protect participants and beneficiaries (e.g., members of the public and contractors) from discrimination by NCDOT employees, subrecipients and contractors, regardless of funding source.
 2. Eligibility
Any person—or class of persons—who believes he/she has been subjected to discrimination based on race, color, national origin, Limited English Proficiency (LEP), sex, age, or disability (and religion in the context of employment, aviation, or transit) may file a written complaint. The law also prohibits intimidation or retaliation of any sort.
 3. Time Limits and Filing Options
Complaints may be filed by the affected individual(s) or a representative and must be filed no later than 180 calendar days after the following:
 - (i) The date of the alleged act of discrimination; or

- (ii) The date when the person(s) became aware of the alleged discrimination; or
- (iii) Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Title VI and related discrimination complaints may be submitted to the following entities:

- North Carolina Department of Transportation, Office of Civil Rights, Title VI Program, 1511 Mail Service Center, Raleigh, NC 27699-1511; toll free 1-800-522-0453
- Federal Highway Administration, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
- US Department of Transportation, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070

4. Format for Complaints

Complaints must be in writing and signed by the complainant(s) or a representative, and include the complainant’s name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.

5. Discrimination Complaint Form

Contact NCDOT Civil Rights to receive a full copy of the Discrimination Complaint Form and procedures.

6. Complaint Basis

Allegations must be based on issues involving race, color, national origin (LEP), sex, age, disability, or religion (in the context of employment, aviation or transit). “Basis” refers to the complainant’s membership in a protected group category.

**TABLE 103-1
COMPLAINT BASIS**

Protected Categories	Definition	Examples	Applicable Nondiscrimination Authorities
Race and Ethnicity	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200; 49 U.S.C. 5332(b); 49 U.S.C. 47123. <i>(Executive Order 13166)</i>
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin <i>(Limited English Proficiency)</i>	Place of birth. Citizenship is not a factor. <i>(Discrimination based on language or a person’s accent is also covered)</i>	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender. The sex of an individual.	Women and Men	1973 Federal-Aid Highway Act; 49 U.S.C. 5332(b); 49 U.S.C. 47123.

	<i>Note:</i> Sex under this program does not include sexual orientation.		
Age	Persons of any age	21-year-old person	Age Discrimination Act of 1975 49 U.S.C. 5332(b); 49 U.S.C. 47123.
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Religion (in the context of employment) <i>(Religion/ Creed in all aspects of any aviation or transit-related construction)</i>	An individual belonging to a religious group; or the perception, based on distinguishable characteristics that a person is a member of a religious group. In practice, actions taken as a result of the moral and ethical beliefs as to what is right and wrong, which are sincerely held with the strength of traditional religious views. <i>Note:</i> Does not have to be associated with a recognized religious group or church; if an individual sincerely holds to the belief, it is a protected religious practice.	Muslim, Christian, Sikh, Hindu, etc.	Title VII of the Civil Rights Act of 1964; 23 CFR 230; FHWA-1273 Required Contract Provisions. <i>(49 U.S.C. 5332(b); 49 U.S.C. 47123)</i>

(3) Pertinent Nondiscrimination Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- (g) The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- (h) Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
 - (i) The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - (j) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
 - (k) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
 - (l) Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
 - (m) Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq., Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, religion, sex, or national origin).
- (4) **Additional Title VI Assurances**

***The following Title VI Assurances (Appendices B, C and D) shall apply, as applicable*

- (a) Clauses for Deeds Transferring United States Property (1050.2A, Appendix B)
The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4.

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the North Carolina Department of Transportation (NCDOT) will accept title to the lands and maintain the project constructed thereon in accordance with the North Carolina General Assembly, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the NCDOT all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the North Carolina Department of Transportation (NCDOT) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the NCDOT, its successors and assigns.

The NCDOT, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the NCDOT will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

(b) Clauses for Transfer of Real Property Acquired or Improved Under the Activity, Facility, or Program (1050.2A, Appendix C)

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the North Carolina Department of Transportation (NCDOT) pursuant to the provisions of Assurance 7(a):

1. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

- (i.) In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
2. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the NCDOT will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. *
3. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the NCDOT will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the NCDOT and its assigns. *
- (*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

(c) Clauses for Construction/Use/Access to Real Property Acquired Under the Activity, Facility or Program (1050.2A, Appendix D)

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by the North Carolina Department of Transportation (NCDOT) pursuant to the provisions of Assurance 7(b):

1. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
2. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the NCDOT will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued. *

3. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the NCDOT will there upon revert to and vest in and become the absolute property of the NCDOT and its assigns. *

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

STANDARD SPECIAL PROVISION**ON-THE-JOB TRAINING**

(10-16-07) (Rev. 4-21-15)

Z-10

Description

The North Carolina Department of Transportation will administer a custom version of the Federal On-the-Job Training (OJT) Program, commonly referred to as the Alternate OJT Program. All contractors (existing and newcomers) will be automatically placed in the Alternate Program. Standard OJT requirements typically associated with individual projects will no longer be applied at the project level. Instead, these requirements will be applicable on an annual basis for each contractor administered by the OJT Program Manager.

On the Job Training shall meet the requirements of 23 CFR 230.107 (b), 23 USC – Section 140, this provision and the On-the-Job Training Program Manual.

The Alternate OJT Program will allow a contractor to train employees on Federal, State and privately funded projects located in North Carolina. However, priority shall be given to training employees on NCDOT Federal-Aid funded projects.

Minorities and Women

Developing, training and upgrading of minorities and women toward journeyman level status is a primary objective of this special training provision. Accordingly, the Contractor shall make every effort to enroll minority and women as trainees to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

Assigning Training Goals

The Department, through the OJT Program Manager, will assign training goals for a calendar year based on the contractors' past three years' activity and the contractors' anticipated upcoming year's activity with the Department. At the beginning of each year, all contractors eligible will be contacted by the Department to determine the number of trainees that will be assigned for the upcoming calendar year. At that time the Contractor shall enter into an agreement with the Department to provide a self-imposed on-the-job training program for the calendar year. This agreement will include a specific number of annual training goals agreed to by both parties. The number of training assignments may range from 1 to 15 per contractor per calendar year. The Contractor shall sign an agreement to fulfill their annual goal for the year.\

Training Classifications

The Contractor shall provide on-the-job training aimed at developing full journeyman level workers in the construction craft/operator positions. Preference shall be given to providing training in the following skilled work classifications:

Equipment Operators	Office Engineers
Truck Drivers	Estimators
Carpenters	Iron / Reinforcing Steel Workers
Concrete Finishers	Mechanics
Pipe Layers	Welders

The Department has established common training classifications and their respective training requirements that may be used by the contractors. However, the classifications established are not all-inclusive. Where the training is oriented toward construction applications, training will be allowed in lower-level management positions such as office engineers and estimators. Contractors shall submit new classifications for specific job functions that their employees are performing. The Department will review and recommend for acceptance to FHWA the new classifications proposed by contractors, if applicable. New classifications shall meet the following requirements:

Proposed training classifications are reasonable and realistic based on the job skill classification needs, and

The number of training hours specified in the training classification is consistent with common practices and provides enough time for the trainee to obtain journeyman level status.

The Contractor may allow trainees to be trained by a subcontractor provided that the Contractor retains primary responsibility for meeting the training and this provision is made applicable to the subcontract. However, only the Contractor will receive credit towards the annual goal for the trainee.

Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training. The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment.

No employee shall be employed as a trainee in any classification in which they have successfully completed a training course leading to journeyman level status or in which they have been employed as a journeyman.

Records and Reports

The Contractor shall maintain enrollment, monthly and completion reports documenting company compliance under these contract documents. These documents and any other information as requested shall be submitted to the OJT Program Manager.

Upon completion and graduation of the program, the Contractor shall provide each trainee with a certification Certificate showing the type and length of training satisfactorily completed.

Trainee Interviews

All trainees enrolled in the program will receive an initial and Trainee/Post graduate interview conducted by the OJT program staff.

Trainee Wages

Contractors shall compensate trainees on a graduating pay scale based upon a percentage of the prevailing minimum journeyman wages (Davis-Bacon Act). Minimum pay shall be as follows:

- 60 percent of the journeyman wage for the first half of the training period
- 75 percent of the journeyman wage for the third quarter of the training period
- 90 percent of the journeyman wage for the last quarter of the training period

In no instance shall a trainee be paid less than the local minimum wage. The Contractor shall adhere to the minimum hourly wage rate that will satisfy both the NC Department of Labor (NCDOL) and the Department.

Achieving or Failing to Meet Training Goals

The Contractor will be credited for each trainee employed by him on the contract work who is currently enrolled or becomes enrolled in an approved program and who receives training for at least 50 percent of the specific program requirement. Trainees will be allowed to be transferred between projects if required by the Contractor’s scheduled workload to meet training goals.

If a contractor fails to attain their training assignments for the calendar year, they may be taken off the NCDOT’s Bidders List.

Measurement and Payment

No compensation will be made for providing required training in accordance with these contract documents.

DMS Preventative Maintenance
APPENDIX A

Division: _____
Sign Number: _____
Controller Number: _____
Inspection By: _____

County: _____
Sign Location: _____
PM Date: _____
PM By: _____

A. Traffic Control

- Best Access or Entry route:

- Determine if Traffic Control is required for Camera, Cabinet, or Service Pole access (factoring in peak traffic/travel times)
 - No Traffic Control Required
 - Structure Ladder w/ Lock
 - Bucket Truck
- TIMS Number: _____
- Traffic Control on road/direction:

 - Dry Conditions Wet Conditions
 - Shoulder Closure
 - Narrow Lane Ramp
 - Lane Closure LEFT RIGHT

B. Sign Enclosure

- Mounted on:
 - Shoulder Median Overhead
- Check the exterior for the following:
 - The exterior is clean and free of corrosion, damage, etc
 - The door operates properly (open, close, and lock) and fits well
 - Lightly lubricate the lock, hinges, and door screws
 - Gaskets are intact and free of damage
- Check the polycarbonate face for damage
- Clean the polycarbonate face, if necessary
- Replace air filters and clean exhaust fans and screens with compressed air
- Provide/Confirm Sign Assembly/Part Number: _____
- Clean the interior of the enclosure
- Check that the power service entrance bushing is secure
- Ensure that conduits are sealed
- Check that the interior is free of the following: Damage Corrosion
 Condensation Water leakage
- Check drain holes for proper drainage
- Check that wiring and devices are free of damage, wear, corrosion, evidence of overloading (overheating), loose or untidy wiring, and disconnected or redundant items
- Test and reset the Ground Fault receptacle in the enclosure
- Test the voltage of the power supplies to determine if they are within tolerance while under load
- Check that the sign enclosure's power and control cables are grouped, bundled, and clearly labeled
- Check that the impedance to ground of the enclosure's equipment ground is $< 20 \Omega$ by using a Ground Resistance test meter
- Insure the door switch operates properly
- Check operation of any display backup fluorescent lamps by disconnecting the power supply for the halogen lamp assemblies
- Check the display backup fluorescent lamp batteries' connections for corrosion
- Check the interior maintenance lighting for correct operation
- Check that the ventilation fan and thermostat operate correctly
- Check that fan and light timers (if present) correctly operate their respective loads
- Check that the fans and thermostat operate correctly (if present) to keep the enclosure face clear of moisture and condensation
 - Fan Replaced:
 - Yes No Still need to

DMS Preventative Maintenance

APPENDIX A

- ❑ Ensure the heater and heating thermostat operate correctly
 - ❑ Check fire extinguisher(s):
 - ❑ Number of extinguishers: _____
 - ❑ Charge
 - ❑ Expiration date: _____
 - ❑ Shake well to insure the charge is evenly distributed
 - ❑ Number of extinguishers that need to be removed/recharged: _____
 - ❑ Replace halogen lamps, if present, after 36 months. Record replacement date: _____
 - ❑ Reset Lamp Life Counter, if present
 - ❑ Perform lamp burn-out detection test and replace burned out lamps
 - ❑ Check operation of display modules by exercising each pixel
 - ❑ Provide/Confirm Pixel Panel Part (Module)Number & Driver (if applicable):
- ❑ Check operation of light sensors and lighting level controller
 - ❑ Insure display modules are secured
 - ❑ Check for 120 VAC voltage on the output of the hybrid surge suppressor. If not present, replace the hybrid surge suppressor
 - ❑ Visually check the RFI filter for damage
 - ❑ Check proper operation of Intercom or Wireless Radio
 - ❑ Check the communication data line surge protectors for damage by using a serial loop back test plug while running a loop back test from the laptop
 - ❑ Check proper operation of Laptop interface, if present
 - ❑ Check condition of enclosure's painted border
-

C. DMS Controller Cabinet

- ❑ Provide/Confirm Cabinet Location:
 - ❑ GPS (if other than camera pole): _____
 - ❑ Best Access or Entry route (if other): _____
- ❑ Check the exterior for the following:
 - ❑ Any build-up of sand, debris, or vegetation
 - ❑ Cleanliness and freedom from corrosion, damage, graffiti, etc.
 - ❑ Make sure the door is secure
 - ❑ Check that the door operates properly (open, close, and lock) and fits properly
 - ❑ Check if gaskets are intact and free of damage
 - ❑ Lightly lubricate the lock, hinges, and door screws
- ❑ Check that the cabinet's light operates properly.
- ❑ Clean the interior of the cabinet as necessary
- ❑ Check that the cabinet power service panel and breaker, power service enclosure, and power service conduits are securely mounted, free of corrosion and damage, and operate correctly
- ❑ Check that the power service ground bushing is secured to all equipment and metal conduit
- ❑ Check the seals of all conduits and repair as necessary
- ❑ Check that the interior is free of the following:
 - ❑ Damage
 - ❑ Corrosion
 - ❑ Condensation
 - ❑ Water leakage
 - ❑ Poor drainage
- ❑ Replace air filters
- ❑ Inspect air intake vent screen for damage and dirt
- ❑ Inspect exhaust holes for any damage, dirt, or other blockage
- ❑ Check that nuts and bolts are not loose
- ❑ Check and provide vegetation/litter management control:

DMS Preventative Maintenance

APPENDIX A

- ❑ Remove all vegetation within 10' radius of pole (including trees less than or equal to 6inches in diameter)
 - ❑ All trees greater than 6inches should be flagged with orange ribbon around diameter of tree for DOT
 - ❑ Number of trees flagged: _____
 - ❑ Remove all debris, litter and/or trash within 10' radius of pole
 - ❑ Completion Date (only applicable if return trip required): _____
 - ❑ Provide Pest Control
 - ❑ Check for evidence of rodent or insect entry into meter or disconnect
 - ❑ Repair any damage caused and remove any nesting materials and/or feces
 - ❑ Remove any existing population
 - ❑ Take action to prevent further intrusions using Electrical Circuit approved insecticides
 - ❑ Check that the power and control cables are grouped, bundled, and clearly labeled
 - ❑ Check that wiring is free of damage, wear, corrosion, evidence of overloading (overheating), loose or untidy wiring, and disconnected or redundant items
 - ❑ Ensure that the minimum bend radius of fiber optic cables is maintained
 - ❑ Ensure that all cables and connectors are secure
 - ❑ Check that the telephone line surge suppressor/lightning arrestor is free of damage by using a phone line indicator
 - ❑ Check that the impedance to ground of the cabinet's equipment ground is $< 20 \Omega$ by using a Ground Resistance test meter
 - ❑ Meg Cabinet: _____
 - ❑ Ensure that the fan and cooling thermostat are operating properly by cycling the fan off and on. Leave set at 77°F (25°C)
 - ❑ Ensure that the heater and its thermostat are operating properly by cycling the heater off and on. Leave set at 41°F (5°C)
 - ❑ Test and reset the Ground Fault receptacle in the cabinet
 - ❑ Test output voltage of the hybrid surge suppressor for 120 VAC. If not present, replace hybrid surge suppressor
 - ❑ Visually check the RFI filter for damage
 - ❑ Check communication data line surge protectors for damage by using a serial loop back test plug while running a loop back test from the laptop
 - ❑ Check proper operation of Intercom or Wireless Radio
-

D. Sign Controller

- ❑ Controller SN: _____
 - ❑ Controller Manufacture Date: _____
 - ❑ Check that controller operates correctly in remote and local modes, including handheld terminal and manual input panel if so equipped
 - ❑ Make sure override switch settings are correct
 - ❑ Confirm firmware version: _____
 - ❑ Confirm controller address: _____
 - ❑ Test the voltage of the power supply system to determine if it is adjusted correctly and can handle the required load
 - ❑ Check that controller and sign drawings are contained in the plan pouch
-

F. Sign's Communication Devices & Central Control System

- ❑ Check/Confirm correct operation of any communication devices present (i.e., fiber optic modem, PSTN modem, LAN/WAN connection, wireless connection, etc.)

DMS Preventative Maintenance
APPENDIX A

- Remove any old or unused communication devices and return to the TMC
- Check that all components are damage free
- Check that equipment is clean
- Check power surge protector, if present
- Check that the monitor(s) do not have any problems or image "burn-in"
- Check that the printer, keyboard, and mouse are operating correctly
- Check all Communication devices that apply/are present below:
 - Fiber Modem
 - Make: _____
 - S/N (if accessible w/o removing): _____
 - Land Line Fax Modem:
 - Make: _____
 - Phone Number: _____
 - Check phone line surge protector, if present
 - Cellular Modem
 - Ethernet or Serial Connection
 - Make/Model: _____
 - S/N: _____
 - Phone #: _____
 - IP Address: _____
 - Encoder
 - Make: _____
 - Model Number: _____
- Check with the facility operator and log book/diary for any outstanding or recurring problems relating to this equipment
- Test sign in local mode (Report all failures immediately to Engineer for replacement determination):
- Contact TMC/STOC and have operator test all forms of communication by running a test message:
 - Fiber
 - Cellular
 - Land Line (POTS)
- Visually confirm all pixels are working and message reads correctly (Report all failures immediately to Engineer for replacement determination)

G. Uninterruptible Power Supply (UPS)

- UPS Make/Model & SN: _____
- Check if the UPS is online and initiate an UPS test cycle by turning off AC input power to the UPS for fifteen (15) minutes. Check for proper response while AC power is off.
- Check batteries' installation date (replace after three (3) years). Note battery replacements: _____
- Check all batteries' are present (external or internal) and for leaks, damage, corrosion on connections, and battery fuses are intact.

H. Electrical Service Pole

- Check power and communications conduits for damage up to device
- Check that the lightning protector is intact on camera pole
 - Verify lightning protector present
 - YES
 - NO
- Check the meter and disconnect for the following:
 - damage and corrosion
 - lock and handle operation
 - any build-up of sand, debris, or vegetation

DMS Preventative Maintenance
APPENDIX A

- tight mounting and electrical connections
 - Check that the Network Interface Box (NIB) is intact
 - Check that the impedance to ground at the service disconnect is $< 20 \Omega$ by using the Ground Resistance test meter and provide results: _____
 - Check and provide vegetation/litter management control:
 - Remove all vegetation within 10' radius of pole (including trees less than or equal to 6inches in diameter)
 - All trees greater than 6inches should be flagged with orange ribbon
 - Number of trees flagged: _____
 - Remove all debris, litter and/or trash within 10' radius of pole
 - Completion Date (only applicable if return trip required): _____
 - Provide Pest Control
 - Check for evidence of rodent or insect entry into meter or disconnect
 - Repair damage caused and remove nesting materials and/or feces
 - Remove any existing population
 - Take action to prevent further intrusions using Electrical Circuit approved insecticides
 - Provide/Confirm Location of Service Pole
 - GPS: _____
 - Best Access or Entry route: _____
 - Provide/Confirm Service information:
 - Service Provider: _____
 - Meter Number: _____
 - Visually inspect (aerial drop & ground) electrical service to nearest pole and advise of any potential issues (ex. Digging)
-

I. Device Boxes at Grade (including Fiber, junction, and/or electrical boxes)

- Inspect, repair, and clean boxes as necessary. This work should include:
 - Clear grass, sand, and/or debris from the surface of the junction box
 - Check if the box is level with grade and free of exterior damage
 - Check that the lid fits well and is secure (Replace bolts as needed)
 - If Not (open box and provide additional description of problems):*

 - Verify Delineator Markers (up right and undamaged)
 - Repair or Replace as needed
 - Provide/Confirm Location(s) (check all that apply)
 - Junction Box GPS: _____
 - Fiber Box GPS: _____
 - Electrical Box GPS: _____

Additional Notes/Comments (Any repairs should state complete or need):

APPENDIX C
ANNUAL DMS MAINTENANCE SUMMARY

Div	County	Sign Number & Location	Controller Number	(Historical/Required) Traffic Control / Sign Access		1st PM Date	TIMS Number	2nd PM Date	TIMS Number
7	ALAMANCE	D7-DMS 01 - I-85 SB mm 143		85 SB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 02 - I-85 SB mm 137		85 SB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 03 - I-40 EB mm 224		40 EB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 04 - I-40 EB mm 221		Seneca Rd Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 05 - I-40 WB mm 221		40 WB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 06 - I-40 WB mm 219		40 WB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 07 - I-85 NB mm 119		85 NB Right Lane Closure	Bucket Trk				
7	FORSYTH	D7-DMS 08 - I-40 EB mm 200		40 EB Shoulder Closure	Bucket Trk				
7	FORSYTH	D7-DMS 09 - US 421 SB mm 225		US 421 SB Right Lane Closure	Bucket Trk				
7	GUILFORD	D7-DMS 11 - US-29 SB @ Benaja		None	Ladder				
7	GUILFORD	D7-DMS 12 - US-220 NB mm 93		220 NB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 13 - US-421 NB mm 194		None	Ladder				
7	GUILFORD	D7-DMS 14 - I-40 E mm 208		None	Ladder				
7	GUILFORD	D7-DMS 15 - I-40 EB mm 215		40 EB Right Lane Closure	Bucket Trk				
7	GUILFORD	D7-DMS 16 - US 220 NB mm 80		None	Ladder				
7	GUILFORD	D7-DMS 17 - I-85 SB mm 130		85 SB Right Lane Closure	Bucket Trk				
7	GUILFORD	D7-DMS 18 - I-85 NB mm 127		85 NB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 19 - I-85 SB mm 124		85 SB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 20 - I-85 NB mm 123		85 NB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 21 - Bus 85 NB mm 34		Bus85 NB Right Lane Closure	Bucket Trk				
7	GUILFORD	D7-DMS 22 - Bus 85 SB mm 36		Bus85 SB Shoulder Closure	Bucket Trk				
7	FORSYTH	D7-DMS 23 - I-40 EB E of mm 204		40 EB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 24 - I-73 SB mm 101		73 SB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 25 - I-73 NB mm 101		73 NB Left Lane Closure	Bucket Trk				
7	GUILFORD	D7-DMS 26 - I-840 EB mm 1		840 EB Right Lane Closure	Bucket Trk				
7	GUILFORD	D7-DMS 27 - I-840 WB mm 2		840 WB Right Lane Closure	Bucket Trk				
7	GUILFORD	D7-DMS 28 - I-85 SB mm 119		840 WB Right Lane Closure	Bucket Trk				
7	RANDOLPH	D7-DMS 29 - I-85 NB mm 109		85 NB Shoulder Closure	Bucket Trk				
7	GUILFORD	D7-DMS 30 - I-40 WB mm 215		40 WB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 31 - US-29 NB at Florida		29 NB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 32 - I-40 WB mm 225		40 WB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 33 - I-85 NB mm 133		85 NB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 34 - I-85 NB mm 136		85 NB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 35 - I-73 NB mm 110		None / DUAL DMS in Median	Ladder				
7	GUILFORD	D7-DMS 36 - I-73 SB mm 110		None / DUAL DMS in Median	Ladder				
7	GUILFORD	D7-DMS 37 - I-73 NB mm 114		None / DUAL DMS in Median	Ladder				

APPENDIX C
ANNUAL DMS MAINTENANCE SUMMARY

Div	County	Sign Number & Location	Controller Number	(Historical/Required) Traffic Control / Sign Access		1st PM Date	TIMS Number	2nd PM Date	TIMS Number
7	GUILFORD	D7-DMS 38 - I-73 SB mm 114		None / DUAL DMS in Median	Ladder				
7	GUILFORD	D7-DMS 39 - NC-68 NB mm 17		68 NB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 40 - I-840/785 WB/NB mm 20		None/ DMS in Median	Ladder				
7	GUILFORD	D7-DMS 41 - I-840/785 WB/NB mm 16		None / DUAL DMS in Median	Ladder				
7	GUILFORD	D7-DMS 42 - I-840/785 EB/SB mm 16		None / DUAL DMS in Median	Ladder				
7	GUILFORD	D7-DMS 43 - I-840 WB mm 5		840 WB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 44 - I-73 SB / I-840 EB mm 106		73/840 EB Shoulder Closure	Ladder				
7	GUILFORD	D7-DMS 48- I-840 EB mm 7 (Lake Brandt)		840 EB Shoulder Closure	Ladder				
9	FORSYTH	D9-DMS 01 - I-40 EB mm 181		40 EB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 02 - I-40 EB mm 186		40 EB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 03 - US-421 SB mm 244		None	Bucket Trk				
9	GUILFORD	D9-DMS 04 - I-40 WB mm 209		McCloud Rd Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 05 - I-40 EB mm 191		40 EB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 06 - I-40 WB mm 196		40 WB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 07 - US-421 SB MM 231		421 SB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 08 - US-421 NB mm 230.8		421 NB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 10 - US-52 SB mm 111		52 SB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 11 - US-52 SB mm 108		52 SB Left Lane Closure	Bucket Trk				
9	FORSYTH	D9-DMS 12 - US-52 NB mm 106		52 NB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 13 - US-52 NB mm 104		52 NB Right Lane Closure	Bucket Trk				
9	FORSYTH	D9-DMS 14 - I-40 WB mm 191		40 WB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 15 - US-421 NB mm 236.5		None	Bucket Trk				
9	FORSYTH	D9-DMS 16 - US-52 SB mm 114		None / DUAL DMS in median	Ladder				
9	DAVIDSON	D9-DMS 17 - I-85 SB mm 87		85 SB Shoulder Closure	Ladder				
9	ROWAN	D9-DMS 18 - I-85 NB mm 65		85 NB Shoulder Closure	Ladder				
9	FORSYTH	D9-DMS 19 - I-40 WB mm 186		None	Ladder				
9	FORSYTH	D9-DMS 20 - US-421 SB mm 239		421 SB Right Lane Closure	Bucket Trk				
9	FORSYTH	D9-DMS 21 - US-421 SB mm 236.5		421 SB Shoulder Closure	Ladder				
9	ROWAN	D9-DMS 22 - I-85 NB mm 72		85 NB Shoulder Closure	Bucket Trk				
9	ROWAN	D9-DMS 23 - I-85 SB mm 73		85 SB Shoulder Closure	Bucket Trk				
7	ROWAN	D9-DMS 24 - I-85 NB mm 77		85 NB Shoulder Closure	Bucket Trk				
7	ROWAN	D9-DMS 25 - I-85 SB mm 78		85 SB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 26 - I-40 EB mm 195		None	Ladder				
9	FORSYTH	D9-DMS 27 - US-52 NB mm 116		52 NB Shoulder Closure	Ladder				
9	FORSYTH	D9-DMS 28 - US-52 NB mm 114		None / DUAL DMS in median	Ladder				

APPENDIX C
ANNUAL DMS MAINTENANCE SUMMARY

Div	County	Sign Number & Location	Controller Number	(Historical/Required) Traffic Control / Sign Access		1st PM Date	TIMS Number	2nd PM Date	TIMS Number
9	FORSYTH	D9-DMS 29 - US-52 NB mm 109		None	Ladder				
9	FORSYTH	D9-DMS 30 - Univ Prky M (Indiana)		None in Median	Bucket Trk				
9	FORSYTH	D9-DMS 31 - Univ Prky NB (Bethabara)		None	Bucket Trk				
9	FORSYTH	D9-DMS 32 - Univ Prky NB (Howell)		Univ SB Lane Closure / DUAL DMS	Bucket Trk				
9	FORSYTH	D9-DMS 33 - Univ Prky SB (Howell)		combined with D9-DMS 32	Bucket Trk				
9	FORSYTH	D9-DMS 34 - Univ Prky SB (Univ Center)		Univ Pkwy Right Lane Closure	Bucket Trk				
9	GUILFORD	D9-DMS 35 - US-421 NB mm 221		421 SB Left Lane Closure	Ladder				
9	GUILFORD	D9-DMS 36 - US-421 SB mm 221		combined with D9-DMS 35	Ladder				
9	FORSYTH	D9-DMS 37 - I-74 EB mm 50		74 Shoulder Closure (in median)	Ladder				
9	FORSYTH	D9-DMS 38 - I-74 WB mm 52		None	Ladder				
9	FORSYTH	D9-DMS 39 - US 52 SB mm 109		52 SB Shoulder Closure	Ladder				
9	DAVIDSON	D9-DMS 40 - I-85 NB mm 85		85 NB Shoulder Closure	Ladder				
9	FORSYTH	D9-DMS 41 - US-421 SB MM 237		421 SB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 42 - US-421 NB mm 237		421 NB Shoulder Closure	Ladder				
9	FORSYTH	D9-DMS 43 -US-421 SB MM 234		421 SB Shoulder Closure	Bucket Trk				
9	FORSYTH	D9-DMS 44 - US-421 NB MM 233		421 SB Lane Closure (in median)	Bucket Trk				
9	FORSYTH	D9-DMS 45 - I-74 EB mm 49		74 EB Shoulder Closure	Ladder				
9	FORSYTH	D9-DMS 46 - I-74 WB mm 49		74 WB Shoulder Closure	Ladder				
9	ROWAN	D9-DMS 49 - I-85 SB mm 70.5		None	Ladder				

NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION

CORPORATION

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

SIGNATURE OF PREQUALIFIED BIDDER

_____ Full name of Corporation

_____ Address as Prequalified

Attest _____ By _____
Secretary/Assistant Secretary President/Vice President/Assistant Vice President
Select appropriate title *Select appropriate title*

_____ Print or type Signer's name

_____ Print or type Signer's name

Date of Execution _____

CORPORATE SEAL

NON-COLLUSION , DEBARMENT AND GIFT BAN CERTIFICATION

PARTNERSHIP

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

SIGNATURE OF PREQUALIFIED BIDDER

Full Name of Partnership

Address as Prequalified

Signature of Witness

By

Signature of Partner

Print or type Signer's name

Print or type Signer's name

Date of Execution_____

NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION

LIMITED LIABILITY COMPANY

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

SIGNATURE OF PREQUALIFIED BIDDER

Full Name of Firm

Address as Prequalified

Signature of Witness

Signature of Member/Manager/Authorized Agent
Select appropriate title

Print or type Signer's name

Print or type Signer's Name

Date of Execution _____

NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION

JOINT VENTURE (2) or (3)

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

SIGNATURE OF PREQUALIFIED BIDDER

Instructions: **2 Joint Venturers** Fill in lines (1), (2) and (3) and execute. **3 Joint Venturers** Fill in lines (1), (2), (3) and (4) and execute. On Line (1), fill in the name of the Joint Venture Company. On Line (2), fill in the name of one of the joint venturers and execute below in the appropriate manner. On Line (3), print or type the name of the other joint venturer and execute below in the appropriate manner. On Line (4), fill in the name of the third joint venturer, if applicable and execute below in the appropriate manner.

(1) _____
 Name of Joint Venture

(2) _____
 Name of Contractor

 Address as Prequalified

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

If Corporation, affix Corporate Seal and

(3) _____
 Name of Contractor

 Address as Prequalified

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

If Corporation, affix Corporate Seal and

(4) _____
 Name of Contractor (for 3 Joint Venture only)

 Address as Prequalified

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

If Corporation, affix Corporate Seal

Date of Execution _____

NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION

INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

SIGNATURE OF PREQUALIFIED BIDDER

Name of Prequalified Bidder

_____ Individual name

Trading and doing business as

_____ Full name of Firm

_____ Address as Prequalified

_____ Signature of Witness

_____ Signature of Prequalified Bidder, Individually

_____ Print or type Signer's name

_____ Print or type Signer's name

Date of Execution _____

NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION

INDIVIDUAL DOING BUSINESS IN HIS OWN NAME

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

SIGNATURE OF PREQUALIFIED BIDDER

Name of Prequalified Bidder _____
Print or type name

Address as Prequalified

Signature of Prequalified Bidder, Individually

Print or type Signer's Name

Signature of Witness

Print or type Signer's name

Date of Execution _____

DEBARMENT CERTIFICATION

Conditions for certification:

1. The prequalified bidder shall provide immediate written notice to the Department if at any time the bidder learns that his certification was erroneous when he submitted his debarment certification or explanation filed with the Department, or has become erroneous because of changed circumstances.
2. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this provision, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. A copy of the Federal Rules requiring this certification and detailing the definitions and coverages may be obtained from the Contract Officer of the Department.
3. The prequalified bidder agrees by submitting this form, that he will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in NCDOT contracts, unless authorized by the Department.
4. For Federal Aid projects, the prequalified bidder further agrees that by submitting this form he will include the Federal-Aid Provision titled *Required Contract Provisions Federal-Aid Construction Contract (Form FHWA PR 1273)* provided by the Department, without subsequent modification, in all lower tier covered transactions.
5. The prequalified bidder may rely upon a certification of a participant in a lower tier covered transaction that he is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he knows that the certification is erroneous. The bidder may decide the method and frequency by which he will determine the eligibility of his subcontractors.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this provision. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. Except as authorized in paragraph 6 herein, the Department may terminate any contract if the bidder knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available by the Federal Government.

DEBARMENT CERTIFICATION

The prequalified bidder certifies to the best of his knowledge and belief, that he and his principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b. of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- e. Will submit a revised Debarment Certification immediately if his status changes and will show in his bid proposal an explanation for the change in status.

If the prequalified bidder cannot certify that he is not debarred, he shall provide an explanation with this submittal. An explanation will not necessarily result in denial of participation in a contract.

Failure to submit a non-collusion affidavit and debarment certification will result in the prequalified bidder's bid being considered non-responsive.

Check here if an explanation is attached to this certification.

LISTING OF MBE & WBE SUBCONTRACTORS

FIRM NAME AND ADDRESS	MBE or WBE	ITEM NO.	ITEM DESCRIPTION	* AGREED UPON UNIT PRICE	**DOLLAR VOLUME OF ITEM
Xyz Truck Hauling Company 0000 Somewhere Street Winston-Salem, NC 27103 Mr/Ms XYZ (336) 222-3333	WB	3	Xyz Trucks Hauling Material Tandem Triaxle	\$65/hr \$68/hr \$75/hr	\$7,000.00
Xyz Company 0000 Pending Street Salisbury, NC 11111 Mr/Ms XYZ (704)444-6666	WB	5	XYZ Performing Same Type Of LF Work	\$50/LF	\$1,000.00
ABC Company 0000 Somewhere Street Lexington, NC 27292 Mr/Ms XYZ (336)555-6666	MB	7	ABC Structure Adjustment Concrete Asphalt	\$500/ea	\$12,000.00
CDF Company 0000 Somewhere Street Mocksville, NC 27103 Mr/Ms XYZ (336)333-4444	MB	15	CDF Whatever Material	\$85/TN	\$4,000.00
EXAMPLE TOTAL CONTRACT PRICE					\$400,000.00
Total Dollar Committed for MBE Subcontractor					\$16,000.00
MBE Percentage of Total Contract Bid Price					4%
Total Dollar Committed for WBE Subcontractor					\$8,000.00
WBE Percentage of Total Contract Bid Price					2%

This form **shall be** included with bid submittal. Failure to complete will result in nonresponsive bid and **shall** be rejected.

COUNTY _____

NAME OF BIDDER _____

Sheet _____ of _____

LISTING OF MBE & WBE SUBCONTRACTORS

FIRM NAME AND ADDRESS	MBE or WBE	ITEM NO.	ITEM DESCRIPTION	* AGREED UPON UNIT PRICE	**DOLLAR VOLUME OF ITEM
			Total Dollar Committed for MBE Subcontractor		\$
			MBE Percentage of Total contract Bid Price		%
			Total Dollar Committed for WBE Subcontractor		\$
			WBE Percentage of Total Contract Bid Price		%

This form **shall be** included with bid submittal. Failure to complete will result in nonresponsive bid and **shall** be rejected.

**State of North Carolina
Department of Transportation
Subcontractor Payment Information**

Submit with Invoice

Firm Invoice No. Reference _____
NCDOT PO/Contract Number _____
WBS No. (State Project No.) _____
Date of Invoice _____

Signed _____

Invoice Line Item Reference (from PO)	Payer Name	Payer Federal Tax Id	Subcontractor / Subconsultant/ Material Supplier Name	Subcontractor / Subconsultant / Material Supplier Federal Tax Id	Amount Paid To Subcontractor / Subconsultant / Material Supplier This Invoice	Date Paid To Subcontractor / Subconsultant / Material Supplier This Invoice
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Total Amount Paid to Subcontractor Firms \$ _____

NOTE: - These documents are scanned into our Fiscal program. Please do not highlight or shade the figures.

I certify that this information accurately reflects actual payments made and the dates the payments were made to Subcontractors/
Subconsultants/Material Suppliers on the above referenced project.

Signature _____ Title _____
Print Name _____ Date _____

**State of North Carolina
Department of Transportation
Subcontractor Payment Information**

Submit with Invoice

Firm Invoice No. Reference 1231
 NCDOT PO/Contract Number 360001234
 WBS No. (State Project No.) 40491
 Date of Invoice 12/11/2007
 Signed John Doe

EXAMPLE

Invoice Line Item Reference (from PO)	Payer Name	Payer Federal Tax Id	Subcontractor / Subconsultant / Material Supplier Name	Subcontractor / Subconsultant / Material Supplier Federal Tax Id	Amount Paid To Subcontractor / Subconsultant / Material Supplier This Invoice	Date Paid To Subcontractor / Subconsultant / Material Supplier This Invoice
Example 1						
10	XYZ Trucking	123-45-6789	ABC Company	987-65-4312	\$ 7,000.00	11/16/2007
60	CDF Company	456-78-9123	DEF Paving	789-12-3456	\$ 1,000.00	11/17/2007

If no Subcontractor/Subconsultant participation, please submit form as shown below in Example 2

N/A					0.00	

	Example 1	Example 2
Total Amount Paid to Subcontractor Firms	\$ 8,000.00	0.00

NOTE: - These documents are scanned into our Fiscal program. Please do not highlight or shade the figures.

I certify that this information accurately reflects actual payments made and the dates the payments were made to Subcontractors/ Subconsultants/Material Suppliers on the above referenced project.

Signature	<u>John Doe</u>	Title	<u>Owner</u>
Print Name	<u>John Doe</u>	Date	<u>12/11/2007</u>

Field

Instructions

Subgrantee Letterhead / Name & Address Goes Here

Enter the name and address of the company, firm, governmental entity or subgrantee requesting payment from the North Carolina Department of Transportation

Submit with Invoice To:

Update this section with the name and address of the NCDOT representative that is responsible for processing payment requests for your contracts.

Firm Invoice No. Reference

Enter the invoice number that was submitted to NCDOT that corresponds with the payment information contained on this form.

NCDOT PO / Contract Number
WBS No. (State Project No.)

Enter the NCDOT Purchase Order or Contract number that corresponds with the information contained on this form.
Enter the NCDOT WBS element number assigned to this project.

Date of Invoice

Enter the date of the invoice that was submitted for payment.

Signed

Enter the name of the person responsible for the validity of the information contained on this form.

Invoice Line Item Reference

Enter the invoice line item or pay item that the DBE payment information is related to.

Payer Name
Payer Federal Tax Id

Enter the name of the company, firm, governmental entity or subgrantee that is responsible for paying the DBE subcontractor.
Enter the Federal Tax Identification number of the Payer (See Payer Name)

Subcontractor / Subconsultant/ Material Supplier Name

Enter the name of the DBE Subcontractor, Subconsultant or Material Supplier that is being paid for goods or services related to the NCDOT PO / Contract Number.

Subcontractor / Subconsultant/ Material Supplier Federal Tax Id
Amount Paid To Subcontractor / Subconsultant / Material Supplier

Enter the Federal Tax Identification number of the DBE Subcontractor, Subconsultant or Material Supplier that is being paid for goods or services related to the NCDOT PO / Contract Number.
Enter the amount paid to the DBE Subcontractor, Subconsultant or Material Supplier for the invoice referenced.

This Invoice
Date Paid To Subcontractor / Subconsultant / Material Supplier This Invoice

Enter the date that the Subcontractor / Subconsultant / Material Supplier was paid for the items referenced on the invoice.
Enter the total payments made to all DBE Subcontractor / Subconsultant / Material Supplier for the invoice referenced.

Total Amount Paid to DBE Firms

SUBSTITUTE FORM W-9

**VENDOR REGISTRATION FORM
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

Pursuant to Internal Revenue Service (IRS) Regulations, vendors must furnish their Taxpayer Identification Number (TIN) to the State. If this number is not provided, you may be subject to a 20% withholding on each payment. To avoid this 20% withholding and to insure that accurate tax information is reported to the Internal Revenue Service and the State, please use this form to provide the requested information exactly as it appears on file with the IRS.

**INDIVIDUAL AND SOLE PROPRIETOR: ENTER NAME AS SHOWN ON SOCIAL SECURITY CARD
CORPORATION OR PARTNERSHIP : ENTER YOUR LEGAL BUSINESS NAME**

NAME: _____

MAILING ADDRESS: STREET/PO BOX: _____

CITY, STATE, ZIP: _____

DBA / TRADE NAME (IF APPLICABLE): _____

BUSINESS DESIGNATION: INDIVIDUAL (use Social Security No.) SOLE PROPRIETER (use SS No. or Fed ID No.)
 CORPORATION (use Federal ID No.) PARTNERSHIP (use Federal ID No.)
 ESTATE/TRUST (use Federal ID no.) STATE OR LOCAL GOVT. (use Federal ID No.)
 OTHER / SPECIFY _____

SOCIAL SECURITY NO. _____ - _____ - _____ (Social Security #)

OR

FED.EMPLOYER IDENTIFICATION NO. _____ - _____ - _____ (Employer Identification #)

COMPLETE THIS SECTION IF PAYMENTS ARE MADE TO AN ADDRESS OTHER THAN THE ONE LISTED ABOVE:

REMIT TO ADDRESS: STREET / PO BOX: _____

CITY, STATE, ZIP: _____

Participation in this section is voluntary. You are not required to complete this section to become a registered vendor. The information below will in no way affect the vendor registration process and its sole purpose is to collect statistical data on those vendors doing business with NCDOT. If you choose to participate, circle the answer that best fits your firm's group definition.

What is your firm's ethnicity? (Prefer Not To Answer, African American, Native American, Caucasian American, Asian American, Hispanic American, Asian-Indian American, Other: _____)

What is your firm's gender? (Prefer Not to Answer, Male, Female) **Disabled-Owned Business?** (Prefer Not to Answer, Yes, No)

IRS Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- 3. I am a U.S. person (including a U.S. resident alien).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. For complete certification instructions please see IRS FORM W-9 at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

NAME (Print or Type)

TITLE (Print or Type)

SIGNATURE

DATE

PHONE NUMBER

To avoid payment delays, completed forms should be returned promptly to:

**NC Department of Transportation
Fiscal /Commercial Accounts
1514 Mail Service Center
Raleigh, North Carolina 27699-1514**

PHONE (919) 733-3624 FAX (919) 715-3700



LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

CONTRACT:

NAME OF BIDDER:

The undersigned intends to perform work in connection with the above contract upon execution of the bid and subsequent award of contract by the Board of Transportation as:

Name of MBE/WBE/DBE Subcontractor _____

Address _____

City _____ State _____ Zip _____

Please check all that apply:

Minority Business Enterprise (MBE) _____

Women Business Enterprise (WBE) _____

Disadvantaged Business Enterprise (DBE) _____

The MBE /WBE /DBE status of the above named subcontractor is certified by the North Carolina Department of Transportation. The above named subcontractor is prepared to perform the described work listed on the attached MBE/WBE/DBE Commitment Items sheet, in connection with the above contract upon execution of the bid and subsequent award of contract by the Board of Transportation. The above named subcontractor is prepared to perform the described work at the estimated Commitment Total for Subcontractor Price identified on the MBE/WBE/DBE Commitment Items sheet and amount indicated below.

Commitment Total based on estimated Unit Prices and Quantities on the "attached" MBE/WBE/DBE Commitment Items sheet. Amount \$ _____

The above named bidder and subcontractor mutually accepts the Commitment Total estimated for the Unit Prices and Quantities. This commitment total is based on estimated quantities only and most likely will vary up or down as the project is completed. Final compensation will be based on actual quantities of work performed and accepted during the pursuance of work. The above listed amount represents the entire dollar amount quoted based on these estimated quantities. No conversations, verbal agreements, and/or other forms of non-written representations shall serve to add, delete, or modify the terms as stated.

This document shall not serve in any manner as an actual subcontract between the two parties. A separate subcontractor agreement will describe in detail the contractual obligations of the bidder and the MBE/WBE/DBE subcontractor.

Affirmation

The above named MBE/ WBE/ DBE subcontractor affirms that it will perform the portion(s) of the contract for the estimated dollar value as stated above.

Name of MBE/ WBE/ DBE Subcontractor

Name of Bidder

Signature / Title

Signature / Title

Date

Date

Subcontract Approval Form (SAF)

1. Complete the "Subcontract Approval Form" (Form SAF) for the Subcontractor and the 2nd Tier Subcontractor on one form. Additional items of work can be entered on the "Subcontract Approval Form Attachment". If there is more than one 2nd Tier Subcontractor, the information should be listed on the "Subcontract Approval Form - Additional 2nd Tier" (SAF - Additonal 2nd Tier).
2. Reporting Number is the Fiscal Vendor Number for Contractors and Subcontractors. This number can be found in the NCDOT Directory of Transportation Firms - Prequalified Bidders and Subcontractors. Use the following web address to access the list of Prequalified Bidders and Subcontractors.

<https://partner.ncdot.gov/VendorDirectory/default.html>

Enter the name of your subcontractor and hit "Submit". If the firm is prequalified to perform work for NCDOT, the firm's information will be shown on the screen. Click on the firm's name to access the Reporting Number.

3. If retainage is being withheld for the Subcontractor or 2nd Tier Subcontractor place an "X" in the box under the column titled "Retainage."
4. When the proposed Subcontractor or 2nd Tier Subcontractor is a certified DBE, MBE, or WBE Subcontractor, select the appropriate certification from the drop down list. When the proposed Subcontractor is not a certified DBE, MBE, or WBE subcontractor, select "NONE" from the drop down list.

5. Partial Item of Work and Portion of Work

Partial Item of Work is defined as a Subcontractor performing part of the work associated with a line item, such as hauling asphalt or tying steel. The partial item of work should be indicated by the symbol (♦). The work associated with the contract line item to be performed by the Subcontractor shall be identified.

Portion of Work is defined as a Subcontractor performing all the work associated with a line item, but only a portion of the contract quantity. An example is grading from Station 225+00 - L- to the end of the project. The portions of work should be indicated by the symbol (●). The physical limits of the sublet quantity shall be identified.

The Contractor may designate a subcontracted item of work as both a portion and a partial. (Example: Contractor is subcontracting hauling of unclassified excavation to multiple trucking contractors.) If the item of work is designated as both a portion and a partial the unit price shall be less than the contract unit price **and** the quantity shall be less than the contract quantity.

6. Sub or 2nd Tier - Designate if the work for the associated line item will be performed by a Subcontractor or a 2nd Tier Subcontractor. This must be completed to correctly calculate the Subcontract Amount.
7. Units of Measure (UOM) shown on the Subcontract Approval Form (SAF) shall be the same as those shown in the Department's contract. Any conversions that are necessary to satisfy this requirement shall be the responsibility of the Contractor. The Converted Price (CP) shall be denoted with an asterisk (*). (**Examples of converting units of measure can be found in the HiCAMS User Guide, Chapter 2, Section 8A. Use the following link to view the examples.**)

<https://connect.ncdot.gov/projects/construction/Pages/HiCAMS-Manual.aspx>

8. DBE/MBE/WBE Unit Price - This unit price should only be completed for DBE/MBE/WBE Subcontractors. Enter a DBE/MBE/WBE Unit Price for the items of work performed by any certified DBE/MBE/WBE. Use the chart below to determine if a DBE/MBE/WBE Unit Price shall be entered for the line item, based on the certification of the firm.

Subcontractor	2nd Tier	Enter DBE/MBE/WBE Unit Price For
Certified	None	Subcontractor
Certified	Certified	Subcontractor
None	Certified	2nd Tier

The DBE/MBE/WBE Unit Price must be the negotiated unit or lump sum price agreed upon between the Contractor and the Subcontractor, **unless the Contractor is entering a Converted Price.** Indicating a Converted Price acknowledges that the price shown is not the actual price, but an approximate value used for calculating the Sublet Amount as reasonably close as possible. It can be higher, lower or equal to the contract bid price.

9. DBE/MBE/WBE Sublet Amount is the DBE/MBE/WBE Unit Price multiplied by the Quantity. For committed firms, the DBE/MBE/WBE Sublet Amount shall be the same or higher than the amount listed in the contract.
10. Subcontract Unit Price - The Subcontract Unit Price must be the same as the contract unit price unless the Subcontractor is performing a partial item of work. When a partial item of work is sublet, the unit price must be less than the contract unit price. When only a portion of the quantity of an item is sublet, the unit price shall be the same as the contract unit price. If an item of work is designated as both a partial and a portion, refer to Item 5 of these instructions. A Subcontract Unit Price must be entered for every line item, including an item of work performed by a DBE/MBE/WBE Subcontractor.
11. The Total Subcontract Amount is the Subcontract Unit Price multiplied by the Quantity.
12. The Subcontract Amount is the amount subcontracted by the Contractor. The amount is used to determine the percent of work performed by the Prime Contractor. (Refer to Article 108-6 of the Standard Specifications for subletting percentages.) The Subcontract Amount is calculated by summing the Total Subcontract Amounts for the Subcontractor. Any items listed on the Attachment sheet for the Subcontractor is also included in the Subcontract Amount. The line items for 2nd Tier Subcontractor(s) are not included.
13. When any item requested to be sublet has been previously included in an approved subcontract, the following statement shall be included above the listing of these items: "The following items are being deleted from "Subcontract Request Number ____."
14. The Contractor, Subcontractor and 2nd Tier Subcontractor shall sign the original Subcontract Approval Form and the Contractor shall submit the form to the Resident Engineer.
15. By signing the Subcontract Approval Form, the contractor is in agreement that the FHWA 1273, "Required Contract Provisions," (federal projects) and Title VI and Nondiscrimination Assurances (all projects) have been included in the subcontract / 2nd tier subcontract in its entirety.

Sublet Percentages
FOR USE BY NCDOT PERSONNEL (for non HiCAMS contracts)

The following is the process used to calculate the Sublet Percentages after the approval of each subcontract. The fields will not populate, this process should be hand calculated.

(1) Total Original Contract Amount _____	(5) Difference {1-(2+3)} _____
(2) Specialty Items Sublet _____	(6) Percent by Prime {(1-4)/5} _____
(3) Non-spec. Items Sublet to DBE/MBE/WBE _____	(7) Threshold Check {(1-4)/(1-2)} _____
(4) Total Sublet (Grand Total) _____	



SUBCONTRACT APPROVAL FORM

Contract No.: _____ F.A. No.: _____

Subcontract Request Number: _____

WBS Element: _____ T.I.P. No.: _____

County: _____

APPROVAL IS REQUESTED TO SUBLET THE FOLLOWING ITEMS OF WORK ON THIS PROJECT TO:

Subcontractor Name and Address

Retainage Certification Reporting No. _____

2nd Tier-1 Subcontractor Name and Address

Retainage Certification Reporting No. _____

Line Code Number	Item Description	Portion (●)	Partial (◆)	Sub or 2nd Tier	Quantity	UOM	CP *	DBE/MBE/WBE Unit Price	DBE/MBE/WBE Sublet Amount	Subcontract Unit Price	Total Subcontract Amount

Indicates a Portion of Work (●) Indicates a Partial Item (◆) DBE/MBE/WBE Amount Subcontract Amt.

SUBCONTRACT CERTIFICATION (applies only to Federal projects)

The Contractor / Subcontractor certifies that the subcontract is in writing and that FHWA 1273, "Required Contract Provisions," and Title VI and Nondiscrimination Assurances have been included in the subcontract / 2nd tier subcontract in its entirety.

SUBCONTRACT CERTIFICATION (applies only to State projects)

The Contractor / Subcontractor certifies that the subcontract is in writing and Title VI and Nondiscrimination Assurances have been included in the subcontract/2nd tier subcontract in its entirety.

Contractor: Signature: _____ Date _____ Title: _____	APPROVED: Resident Engineer _____ Date _____ Approved with the understanding that the Contractor will be responsible for the satisfactory performance and completion of the work in compliance with the terms of the contract and that all payments will be made to the Contractor.
Subcontractor: Signature: _____ Date _____ Title: _____	
2 nd Tier Subcontractor: Signature: _____ Date _____ Title: _____	



SUBCONTRACT APPROVAL FORM

Contract No.: _____

F.A. No.: _____

Subcontract Request Number: _____

Line Code Number	Item Description	Portion (●)	Partial (◆)	Sub or 2nd Tier	Quantity	UOM	CP *	DBE/MBE/WBE Unit Price	DBE/MBE/WBE Sublet Amount	Subcontract Unit Price	Total Subcontract Amount

Indicates a Portion ofWork (●)

Indicates a Partial Item (◆)



SUBCONTRACT APPROVAL FORM

Contract No.: _____

F.A. No.: _____

Subcontract Request Number: _____

WBS Element: _____

T.I.P. No.: _____

County: _____

APPROVAL IS REQUESTED TO SUBLET THE FOLLOWING ITEMS OF WORK ON THIS PROJECT TO:

2nd Tier-2 Subcontractor Name and Address

2nd Tier-3 Subcontractor Name and Address

Retainage <input type="checkbox"/>	Certification	Reporting No.

Retainage <input type="checkbox"/>	Certification	Reporting No.

Line Code Number	Item Description	Portion (●)	Partial (◆)	Sub or 2nd Tier	Quantity	UOM	CP *	DBE/MBE/WBE Unit Price	DBE/MBE/WBE Sublet Amount	Subcontract Unit Price	Total Subcontract Amount
	III										

Indicates a Portion of Work (●)

Indicates a Partial Item (◆)

SUBCONTRACT CERTIFICATION (applies only to Federal projects)

The Contractor / Subcontractor certifies that the subcontract is in writing and that FHWA 1273, "Required Contract Provisions," and Title VI and Nondiscrimination Assurances have been included in the subcontract / 2nd tier subcontract in its entirety.

SUBCONTRACT CERTIFICATION (applies only to State projects)

The Contractor / Subcontractor certifies that the subcontract is in writing and Title VI and Nondiscrimination Assurances have been included in the subcontract/2nd tier subcontract in its entirety.

Contractor: Signature: _____ Date _____ Title: _____	APPROVED: Resident Engineer _____ Date _____
Subcontractor: Signature: _____ Date _____ Title: _____	Approved with the understanding that the Contractor will be responsible for the satisfactory performance and completion of the work in compliance with the terms of the contract and that all payments will be made directly to the Contractor.
2 nd Tier Subcontractor: Signature: _____ Date _____ Title: _____	

AWARD LIMITS ON MULTIPLE PROJECTS (Paper Bids):

(4-9-13)

It is the desire of the Proposer to be awarded contracts, the value of which will not exceed a total of \$_____, for those projects indicated below on which bids are being opened on the same date as shown in the Proposal Form. Individual projects shall be indicated by placing the project number and county in the appropriate place below. Projects not selected will not be subject to an award limit.

_____	_____
(Project Number)	(County)
_____	_____
(Project Number)	(County)
_____	_____
(Project Number)	(County)
_____	_____
(Project Number)	(County)

*If a Proposer desires to limit the total amount of work awarded to him in this letting, he shall state such limit in the space provided above in the second line of this form.

It is agreed that in the event that I am (we are) the successful bidder on indicated projects, the total value of which is more than the above stipulated award limits, the Department will award me (us) projects from among those indicated which have a total value not exceeding the award limit and which will result in the best advantage to the Department.

**Signature of Authorized Person

**Only those persons authorized to sign bids in accordance with Subarticle 102-8(A)(8) of the 2012 *Standard Specifications* shall be authorized to sign this form.

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.

**STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION
RALEIGH, NC**

BID BOND

Contract Number: _____ County: _____

KNOW ALL MEN BY THESE PRESENTS, That we, the PRINCIPAL CONTRACTOR (hereafter, PRINCIPAL) and SURETY above named, are held and firmly bound unto the Department of Transportation in the full and just sum of five (5) percent of the total amount bid by the Principal for the project stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

NOW, THEREFORE, the condition of this obligation is: the Principal shall not withdraw its bid within sixty (60) days after the opening of the bids, or within such other time period as may be provided in the proposal, and if the Board of Transportation shall award a contract to the Principal, the Principal shall, within fourteen (14) calendar days after written notice of award is received by him, provide bonds with good and sufficient surety, as required for the faithful performance of the contract and for the protection of all persons supplying labor, material, and equipment for the prosecution of the work. In the event the Principal requests permission to withdraw his bid due to mistake in accordance with the provisions of Article 103-3 of the *Standard Specifications for Roads and Structures*, the conditions and obligations of this Bid Bond shall remain in full force and effect until the Department of Transportation makes a final determination to either allow the bid to be withdrawn or to proceed with award of the contract. In the event a determination is made to award the contract, the Principal shall have fourteen (14) calendar days to comply with the requirements set forth above. In the event the Principal withdraws its bid after bids are opened except as provided in Article 103-3, or after award of the contract has been made fails to execute such additional documents as may be required and to provide the required bonds within the time period specified above, then the amount of the bid bond shall be immediately paid to the Department of Transportation as liquidated damages.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed.

This the _____ day of _____, 20 _____

Surety

By _____
General Agent or Attorney-in-Fact Signature

Seal of Surety

Print or type Signer's Name

BID BOND

CORPORATION

SIGNATURE OF CONTRACTOR (Principal)

Full name of Corporation

Address as prequalified

By

Signature of President, Vice President, Assistant Vice President
Select appropriate title

Print or type Signer's name

Affix Corporate Seal

Attest

Signature of Secretary, Assistant Secretary
Select appropriate title

Print or type Signer's name

BID BOND

LIMITED LIABILITY COMPANY

SIGNATURE OF CONTRACTOR (Principal)

Name of Contractor

Full name of Firm

Address as prequalified

**Signature of Member/
Manager/Authorized Agent**

Individually

Print or type Signer's name

BID BOND

INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME

SIGNATURE OF CONTRACTOR (Principal)

Name of Contractor

Individual Name

Trading and doing business as

Full name of Firm

Address as prequalified

Signature of Contractor

Individually

Print or type Signer's name

Signature of Witness

Print or type Signer's name

BID BOND

INDIVIDUAL DOING BUSINESS IN HIS OWN NAME

SIGNATURE OF CONTRACTOR (Principal)

Name of Contractor

Print or type Individual Name

Address as prequalified

Signature of Contractor

Individually

Print or type Signer's name

Signature of Witness

Print or type Signer's name

BID BOND

PARTNERSHIP

SIGNATURE OF CONTRACTOR (Principal)

Full name of Partnership

Address as prequalified

By _____
Signature of Partner

Print or type Signer's name

Signature of Witness

Print or type Signer's name

BID BOND
JOINT VENTURE (2 or 3)
SIGNATURE OF CONTRACTORS (Principal)

Instructions to Bidders: **2 Joint Ventures**, Fill in lines (1), (2) and (3) and execute. **3 Joint Venturers** Fill in lines (1), (2), (3), (4) and execute. Line (1), print or type the name of Joint Venture. On line (2), print or type the name of one of the joint venturers and execute below in the appropriate manner required by Article 102-8 of the *Specifications*. On Line (3), print or type the name of second joint venturer and execute below in the appropriate manner required by said article of the Specifications. On Line (4), print or type the name of the third joint venturer, if applicable and execute below in the appropriate manner required by said article of the Specifications. This form of execution must be strictly followed.

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

and

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

and

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

Execution of Contract

Contract No: D9-DMS - 2021

County: Alamance, Davidson, Forsyth, Guilford, Randolph & Rowan

ACCEPTED BY THE _____

Proposals Engineer

Date

EXECUTION OF CONTRACT AND BONDS
APPROVED AS TO FORM:

Division Engineer

Date

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

BID FORM

WBS ELEMENT: 21IM.07, 21IM.09

DESCRIPTION: D9-DMS-2021 - PREVENTATIVE MAINTENANCE & REPAIRS OF DYNAMIC MESSAGE SIGNS

COUNTIES: Alamance, Davidson, Forsyth, Guilford, Randolph, Rowan

ITEM	SECT	ITEM DESCRIPTION	QTY*	UNIT	UNIT PRICE	PRICE
1	1100	FULL LANE CLOSURE ON MULTI-LANE ROAD	50	EA		
2	1100	SHOULDER CLOSURE	120	EA		
3	SP	PREVENTATIVE MAINTENANCE	130	EA		
4	SP	ACTION PLAN (ENGINEERING ESTIMATES)	10	EA		
5	SP	BUCKET TRUCK W/EXTENDED BOOM	160	HR		
6	SP	UTILITY TRUCK	20	HR		
7	610	LOCATE TECHNICIAN	40	HR		
8	610	ITS ELECTRONICS TECHNICIAN	40	HR		
9	610	ADVANCED ITS ELECTRONICS TECHNICIAN	40	HR		
10	620	ILLUSTRATOR	40	HR		
11	654	COMPUTER HARDWARE/SOFTWARE TECH	40	HR		
12	SP	ADDITIONAL PARTS & MATERIALS (see provisions - Not a Bid Item)	25,000	DOL		
TOTAL BID FOR PROJECT						

*The Contractor shall note that all quantities are used only for figuring the lowest responsible bidder. The quantities may vary based on the amount of work needed during the year as directed by the Engineer.

CONTRACTOR

ADDRESS

Federal Identification Number

Contractor's License Number

Authorized Agent

Title

Signature

Date

Witness

Title

Signature

Date

THIS SECTION TO BE COMPLETED BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

This bid has been reviewed in accordance with Article 103-1 of the Standard Specifications for Roads and Structures, 2018.

Reviewed by _____ (date)

Accepted by NCDOT _____ Engineer _____ (date)

Reviewed by _____ (date)

Accepted by NCDOT _____ Engineer _____ (date)