

Pre-Bid Meeting Minutes

October 5, 2015, 9:00 A.M.

**Landscape Planting
Polk, Henderson, Swain & Haywood
Contract ID: DN00421 & DN00422
Bid Opening: October 13, 2015**

Preparation and Submission of Bids

1. Submit the entire proposal document. Do not separate the bid form from the proposal document. Do not add or delete any contract language or line items.
2. Bidders are responsible to attend any scheduled mandatory pre-bid meeting.
3. Write in ink. No white out, strike through changes and initial.
4. Include unit price and amount bid price for every line item. Unit prices will be used if there is a mathematical error. Bid prices shall be rounded off to no more than 4 decimal places.

Job Specific Information

- Bid Opening Date & Location – All bids opened in Division 14 Office in Sylva
 - **Tuesday, October 13, 2015, 2:00 pm**
- Start Date & Completion Date
 - **November 9, 2015-Contract Availability Date**
 - **March 31, 2016-Contract Completion Date**
- Necessary Level of Traffic Control – Certified in traffic control
- Contractor is responsible for all utility locations
- DBE Goal – 0%

- Federal Funds – Davis- Bacon Act – Wages paid – Certified payroll
- Payment for mobilization – 50% Payment on first monthly estimate
- Temporary traffic control – 50% Payment on first monthly estimate
- Source of plant material - Inspection requirements, specifications
- Plant bed & bridge end cleanup
- Selective vegetation removal – Treatment of cut stumps with herbicide
- Mulch for planting - Sample must be submitted for pine & hardwood
- Post Emergent Herbicidal Treatment
- Fencing at Pea Ridge & Canton
- Reviewed line items, estimated quantities, unit of measurements
- Warranty work shall begin after acceptance of the “Initial Planting”
- Replacement plants will be paid for at 100% of the contract unit prices
- Execution of Contract, Debarment Certifications, Non-Collusion Affidavit
- Landscape Contractors License will be required
- Bonds
- Contract is subject to availability of funds.

Questions and Answers:

What bonds are required? Bid bonds, payment bonds, and performance bonds are all required for this contract, per instructions on page 1 of the contract. Also see pages S-3 through S-9 of the contract for the bid bond forms and additional instructions. Bid bonds are explained in Section 102-10 BID BOND OR BID DEPOSIT, on pages 1-17 through 1-18 of the January 2012 NCDOT Standard Specification for Road and Structures. This manual is available through this link:

<https://connect.ncdot.gov/resources/Specifications/Pages/default.aspx>

Are payment & performance bonds required? Yes. Payment and Performance Bonds are required, per instructions on pages 1, 30, and 31 of the contract. These are to cover the warranty work.

Full 1" rough sawn pressure treated fencing will be required @ US 74 Pea Ridge

Mowing in front of fence at US 74 Pea Ridge will not be required.

Fencing at I-40 Exit 31 Canton will be according to the fencing detail plan sheet.