



PAT McCrory
Governor

NICHOLAS J. TENNYSON
Secretary

November 30, 2016

MEMORANDUM TO: Meeting Attendees

FROM: Steve Cannon, PE
NCDOT District Engineer

DocuSigned by:
Steve Cannon
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SUBJECT: CONTRACTS: DN11645066, DN11647412, DN11647413,
DN11647414, DN11647415, DN11647417 – Pre-Bid Minutes

DESCRIPTION: 2016 Subdivision Snow & Ice Removal

The above noted pre-bid meeting was held at the Division 14 NCDOT Henderson County Maintenance Office in Hendersonville, NC on November 28, 2016 at 10:00 am.

The following people were in attendance:

Name	Company	Phone Number
Dustin Smith	S&S Hauling, Inc.	828-646-8420
James Lowe	James Lowe, Inc.	828-507-5651
Ben Graning	BH Graning Landscapes	828-586-8303
Carroll Gentry	Carroll Gentry Hauling, Inc.	828-646-1482
Steve Cannon	NCDOT	828-891-7911
Roger Ayers	NCDOT	828-694-7971
Renee Chambard	NCDOT	828-891-7911
Barry Saltz	NCDOT	828-891-7911

The meeting was conducted by Mr. Steve Cannon, PE - District Engineer and Mr. Roger Ayers - Henderson County Maintenance Engineer. Mr. Cannon addressed the following high points of DN11645066, stating that the items he would be going over would be applicable for the other contracts DN11647412, DN11647413, DN11647414, DN11647415 and DN11647417.

- Only Contractors present at the pre-bid may present bids.
- **Date of Availability is December 19, 2016**
- **Completion Date is December 18, 2017**
- Liquidated damages are \$500.00 per hour per truck.
- The miles shown on the cover sheet are road miles. The road miles for this contract would be multiplied by two to get complete lane mileage as shown on the plans.



- G-3 Instructions to Bidder – Each proposal, with itemized bid form must be submitted separately in their own sealed envelope addressed to the 253 Webster Road Office in Sylva before 2:00 pm of the bid opening date – December 13, 2016.
- No Bonds are required for any of the contracts
- The NCDOT Snow Clearing Policy was explained.
- The proposal quantities are based on historical snow events and in-house labor hours the County Maintenance personnel have needed to accomplish snow removal in the past, in these subdivisions.
- Equipment requirements – Contractor shall provide a minimum of 2 trucks per each contract that he is awarded; each truck shall be at least $\frac{3}{4}$ ton or above with operators each equipped with 8 ft. to 10 ft. snowplow and in-bed spreader with maximum load capacity of 2 cubic yards.
- Timing of the removal will be up to the County Maintenance Engineer.
- Dry Run – during the dry run, the NCDOT will take the contractor through each of the subdivision roads listed on plans for each contract awarded.
- Contractor drivers shift changes would occur as directed by the County Maintenance Engineer.
- Contractor drivers and supervisors will work (2) – 12 hour shifts. Contractors will be required to meet at the time and place designated by the County Maintenance Engineer.
- Top of page G-14 – question came up – NCDOT has the right to request a demonstration of the exact model offered in the bid package. Mr. Cannon said that the Contractor may provide documentation referencing the proposed equipment, i.e. sale brochure
- Mobilization and Demobilization are separate events both paid 3 hours at the same rate for “Truck with Operator”.
- Equipment material loading of rock salt will be done by Henderson County Maintenance Yard personnel using a skid steer for all Henderson County contracts.
- Equipment material loading of rock salt will be done at the Rosman Maintenance facility by Transylvania County Maintenance yard personnel using a skid steer for all Transylvania County contracts.

Any questions are to be directed to Jeffrey Alspaugh, NCDOT Proposal Engineer, at 828-586-2141.

If you find any errors or omissions in these minutes please contact Mr. Alspaugh

SLC/rcc

Cc: Meeting attendees
file