



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

January 27, 2023

CONTRACT: 12062018
WBS ELEMENT: VARIOUS
COUNTY: BEAUFORT AND PAMLICO
ROUTE: PRIMARY ROUTES
DESCRIPTION: LITTER PICK-UP ALONG VARIOUS PRIMARY ROUTES IN
BEAUFORT AND PAMLICO COUNTIES

CONTRACT: 12062019
WBS ELEMENT: VARIOUS
COUNTY: CARTERET AND CRAVEN
ROUTE: PRIMARY ROUTES
DESCRIPTION: LITTER PICK-UP ALONG VARIOUS PRIMARY ROUTES IN
CARTERET AND CRAVEN COUNTIES

CONTRACT: 12062020
WBS ELEMENT: VARIOUS
COUNTY: JONES AND LENOIR
ROUTE: PRIMARY ROUTES
DESCRIPTION: LITTER PICK-UP ALONG VARIOUS PRIMARY ROUTES IN
JONES AND LENOIR COUNTIES

Pre-Bid Meeting Notes

A Pre Bid meeting was held for the above referenced project on January 25, 2023 at 10:00 am at the Division 2 Conference Room. Those in attendance are on the attached sign in sheet.

Ms. Moore began the meeting with reviewing the proposal. Items that were highlighted were;

- The importance of following the Instructions to Bidders to ensure your bid documents are correct.
- Contractors need to make sure they are a prequalified SBE Contractor prior to bid day.

- Contract time starts the day the Purchase Order is April 3, 2023 and the completion day December 31, 2023. The contract can be extended if mutually agreed upon for two additional years.
- ICT #1 established the mowing cycles. Two months are given for the Contractor to complete each cycle. Liquidated damages are \$250 per day for each cycle not completed. Contractor is not allowed to begin setting up signing from 30 minutes after sunrise to 30 minutes before sunset Monday through Saturday.
- No work allowed on Holidays, Sundays, or for unexpected occurrences per ICT #2. Liquidated damages are \$250 per hour.
- ICT #3 requires that the Contractor complete the On Call Litter/Debris Removal within 10 days of notification. Liquidated damages are \$250 per day for each day not completed after 10 days.
- The Contractor should begin the cycle and continue in an uninterrupted manner.
- Contractor is responsible for traffic control and meeting the requirements.

Mr. Sparrow continued to highlight the following:

- Safety vests must be worn at all times while on the project. The Department may assess a fine of \$100 for each occurrence of a violation. This fine is separate from any fines that may be given by OSHA. The safety vests must have a tag and meet the ANSI/ISEA 107-2004 Class 2 Standards.
- Trash bags must be removed by the end of the day.
- Signs are required to be installed before work begins.
- Initial pick-up price will be paid for the first cycle per year. The routine pick-up price will be paid for the next 4 cycles per year.
- Litter was last picked-up in October or November 2022.
- Litter pick-up will be from c/a fence to c/a fence. There is no requirement to pick up litter along concrete barrier walls. Litter will be removed from the grass median. Litter does not need to be picked up from wooded areas unless the litter can be seen from the travel way. The Contractor should be prepared for removing litter/debris in roadside conditions including but not limited to wet areas, standing water, high grass, and slopes.
- Page 68 shows a diagram of the typical litter limits for an interchange.
- All litter must be removed. The contractor is responsible for all litter removal not just what can be seen from the roadway. The Litter Contractor should be in front of the Mowing Contractor by approximately 2 weeks. If the litter is not removed, the mower will tear the litter into small pieces and the Litter Contractor will be responsible for picking up the smaller pieces.
- Litter should be recycled as much as possible. Recycling websites are listed on pages 34-35.
- Contractor is not responsible for removal of toxic material or dead animals.
- The low bidder shall submit their NCDOT Certified Work Zone Supervisor so that it can be confirmed by NCDOT.
- Lights on equipment should be at the highest point of the trailer. Lights shall be working and turned on.
- Page 66 has the detail of the sign to be mounted on the back of all vehicles used for Litter Removal.
- Page 67 has a detail of the lights needed on the work vehicles. Lights shall be visible on front and back of the vehicle.

- Sign must be mounted on the back of the litter pick-up vehicle if one is used.
- 4 advance warning signs are needed in each direction on 4 lane divided roadways. Two on right shoulder and two on the left shoulder. Litter Pick-up Ahead is first sign and Litter Pickup Next 5 Miles should be 1500 ft after. Sign detail was passed out and is attached. For two lane, two way roadways, one sign is needed on each shoulder in each direction (LITTER PICKUP NEXT 5 MILES).
- Signs should be mounted on portable sign supports 5' above the shoulder for roads with a speed limit greater than 55 mph. Regular portable sign supports shall be used if speed limit is 55 mph or lower.
- NCDOT requests to check equipment before the beginning of any work to make sure the specifications are met.
- Invoices will not be processed until all bags are reported on the NCDOT Litter Management Website.
- The bid quantities for the routine cycle are total for all 4 cycles.
- On Call Litter Removal will be used on special circumstances. For example, a municipality request litter removal on a route in advance of a festival or special occasion.
- Litter cycles are 2 weeks in advance of mowing cycles for the initial cycle and 1 week for routine cycles.
- NCDOT will make all effort to inspect the roadways within 24 hours of notification of completion of a section. While the NCDOT can normally tell if litter is It is the best interest of the Contractor to notify the NCDOT in a timely manner.

Sincerely,

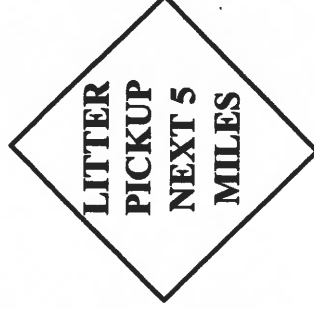
DocuSigned by:
Mary Voelker Moore
714C11DCCEBC4C6...

Mary Voelker Moore, PE
Division Contract Engineer

cc: Vann Sparrow
Marshall Gibbs
Jeremy Stroud
Mary Beth Houston
Jordan Davenport

Litter Pickup Advance Warning Signs (W10-10A and W10-10)

W10-10A
48" X 48"



W10-10
48"X48"



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 12062020 LITTER PICK-UP ALONG VARIOUS PRIMARY ROUTES IN JONES AND LENOIR COUNTIES

Pre Bid Conference 01/25/2023 10:00 AM

Name	Company Name and Address	Phone	Email
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