



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

June 19, 2019

CONTRACT: 11903977  
WBS ELEMENT: Various  
COUNTY: Craven County  
ROUTE: Various  
DESCRIPTION: DEAD ANIMAL AND TRASH REMOVAL

TO: Perspective Bidders

**Pre-Bid Meeting Notes**

A Pre Bid meeting was held for the above referenced project on June 19, 2019 at 9:00 am in 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;

- Instructions to Bidders
- The contract is for a Small Business Enterprise. All bidders must be pre-qualified as an SBE by the Contractual Services Unit of NCDOT.
- Date of Availability (DOA) August 1, 2019 and Date of Completion (DOC) July 31, 2020.
- If contacted by 12:00 pm, the Contractor shall pick up the dead animal or trash by the end of the day. If contacted after 12:00 pm the dead animal or trash shall be picked up by 12:00 pm the following day. It is anticipated that the Contractor have an employee in the County every day.
- Work Times
- No DBE Goals are required for this contract.
- Roadway Provision **“Dead Animal Removal and Disposal Provision”**.
- Roadway Provision **“Trash Removal and Disposal Provision”**.
- Roadway Provision **“Basis of Payment Provision”** noting that the price shall be full compensation for all work.
- All quantities are estimates.
- Pick up dead animals and trash only on the NCDOT right-of way.

- Typically, there are 2-3 calls from citizens a month for pick-ups. Bid as if the Contractor needs to call the Maintenance Yard before each pick up.
- Contractor must provide a GPS camera with time and date stamp on the picture. The burden of payment is on the picture. Pictures should be taken so trash bags can be counted. Pictures should be turned in with the invoice.
- Paperwork should be turned into the maintenance yards before the end of business the following business day.
- Payment is made per animal. Cat and bear are the same price. If domestic animal with collar, contact information should be given to the local maintenance yard.
- No Emergency calls at night and weekends.
- Trash Removal and Disposal is not for litter pick-up or storm debris. It is for trash bags to refrigerator size items. One pick-up paid for items broken into pieces.
- Contract is for the entire Craven County. Nothing is to be picked up on the Trent and Neuse River Bridges.
- Contractor would get paid for Emergency Response line item and the line item picked-up if called by DOT. Emergency Response will only be applicable if called and noted by the applicable Engineer.
- According with SP 108A, if a contractor misses 2 calls in a month they are in default of the contract.

Sincerely,

DocuSigned by:  
*Mary Voelker Moore*  
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Mary Voelker Moore, PE  
Division Contract Engineer

cc: Mr. Jeremy Stroud, PE  
Ms. Mary Beth Houston, PE  
Mr. Gordy Eure  
Mr. Jeff Cabaniss, PE  
Ms. Claudia Wainwright

