



PAT McCRORY  
*Governor*

NICHOLAS J. TENNYSON  
*Secretary*

August 25, 2016

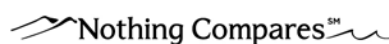
CONTRACT: 11625613  
WBS ELEMENT: 2.104015, 2.204015, 2.107415, 2.207415  
FEDERAL-AID NO: State Funded  
COUNTY: Greene and Pitt Counties  
ROUTE: Various  
DESCRIPTION: Clean-Up Mowing  
  
TO: Perspective Bidders

### **Pre-Bid Meeting Notes**

A Pre Bid meeting was held for the above referenced project on August 22, 2016 at 2:00 pm at the Division 2 Conference Room. Those in attendance are on the attached sign in sheet.

Ms. Lentine 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 PO Contractor with the work code for mowing prior to bid day.
- Contract time starts October 1, 2016 and ends April 1, 2017. If there is a significant amount of rain days, and the contractor has pursued the work continuously, there will be consideration given.
- Contractor is responsible for traffic control and meeting the requirements, the Department will provide an impact attenuator, when needed.
- 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.
- Liability Insurance requirements are found in the proposal and the 2012 NCDOT Standard Specifications.
- Any signs damaged by the Contractor will be repaired or replaced by the Department at the Contractor's expense.
- Clean up mowing will be from the edge of routine mowing to the right of way. If routine mowing has not occurred, the Contractor is not required to perform routine mowing.





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- The Contractor is not expected to mow areas that cannot be safely reached by the 21' long arm, any areas that are questionable should be discussed with the inspector.
- The Contractor must coordinate with other contractors working in these areas. The clean-up mowing should follow the routine mowing operation.
- No work may be performed on this project on Sundays and Legal Holidays.
- The importance of completely filling out the Execution of Bid and the Bid Form.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Lentine'.

Sarah Lentine, PE  
Division Contract Officer

cc: Mr. Preston Hunter, PE  
Mr. Vann Sparrow



Name	Company Name and Address	Phone	Email
David Rogerson	5118 Country Lane Precision Lawn Care Landscaping Inc Griffin NC 28530	252-531-1841	dsrogerson@hotmail.com
Chris Taylor	P.O. Box 688 Dixie Lawn Service Inc Kings MTN. 28086	704-259-6125	Jmeherry@dixielawn.com CTaylor@dixielawn.com
Leroy McFarlan Jr	McFarlan Landscaping and Maint - Cranville NC 27834	252-320-2327	Leroy.mcfarlan@yahoo.com
JOE WAYNE MOORE	Precision Lawn Care & Landscaping 5118 Country Lane Griffin NC 28530	252-945-3753	joe.moore0313@gmail.com
Sarah Lentine	NCDOT Div. 2 Greenville, NC	252-830-3495	sflentine@ncdot.gov
Rick Godley	NCDOT Div 2 1701 W 5TH ST. WASHINGTON, NC 27889	252-946-3689	rgodley@ncdot.gov
VANN SPARROW	PO BOX 1587 NCDOT DIV 2 REU Greenville NC 27858	252 830 3146	vsparrow@ncdot.gov
Marty Morris	PO BOX 1587 NCDOT Div 2 REU Greenville, NC 27858	252 830 3146	M.Morris@ncdot.gov
David Phippen	PO BOX 1587 NCDOT Div 2 REU Greenville NC 27858	252 830 3146	
Bill Kincaannon	Div 2	252 439 2800	wkincaannon@ncdot.gov
PRESTON HUNTER	Div 2		phunter@ncdot
Don Staufe	Landscaping UNLIMITED	252-	