



PAT McCRORY
Governor

NICHOLAS J. TENNYSON
Secretary

August 25, 2016

CONTRACT: 11625616
WBS ELEMENT: 2.101615, 2.201615, 2.102515, 2.202515
FEDERAL-AID NO: State Funded
COUNTY: Carteret and Craven Counties
ROUTE: Various
DESCRIPTION: Clean-Up Mowing

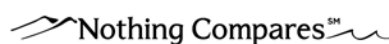
TO: Perspective Bidders

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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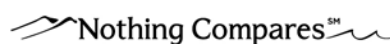
- The Contractor is not expected to mow areas that cannot be safely reached by the 21' long arm, any areas that are questionable should be discussed with the inspector.
- The Contractor must coordinate with other contractors working in these areas. The clean-up mowing should follow the routine mowing 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', written in a cursive style.

Sarah Lentine, PE
Division Contract Officer

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



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