



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

February 28, 2024

**NOTICE TO PROSPECTIVE BIDDERS**

**Small Business Enterprise**

Contracting Opportunity  
Division Three

**CONTRACT ID: D3POC0189**

**WBS #: ON CALL**

**F.A. #: FEDERAL FUNDED**

**COUNTY: PENDER COUNTY**

The North Carolina Department of Transportation is requesting bids for the **Pender On Call Light Duty Maintenance Crew – SBE Federal Work** project. The contractor must furnish all labor, materials, personnel, equipment, and traffic control.

**SBE PROGRAM INFORMATION:**

This is a SBE contract and to qualify for the NCDOT SBE Program a firm must have an annual gross income of \$1,500,000 or less, exclusive of materials. **Only contractors currently certified as a SBE Contractor by the Contractual Services Unit of NCDOT and listed in the Directory of Transportation Firms at bid opening will be eligible to bid on this project.**

**Prospective bidders who qualify for the SBE Program and are not currently certified should submit a completed application packet prior to bid submittal to allow for review time. The application packet and additional information on the program may be obtained online at:**

<https://connect.ncdot.gov/business/Pages/default.aspx>

Bid Bonds are not required for this project.

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
5505 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

*Telephone:* (910) 341-2001  
*Fax:* (910) 675-0143  
*Customer Service:* 1-877-368-4968  
*Website:* www.ncdot.gov

*Location:*  
5505 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

Per G.S. 136-28.10, a NC General Contractor's license may be waived for SBE contracts. For this project, the NC General Contractor's license will be waived.

**BID OPENING:**

Sealed paper bids must be received at **NCDOT Division Operations located at 5501 Barbados Blvd., Castle Hayne, NC 28429 by **2:00 pm on Thursday, March 21, 2024**. Bids must be submitted on the official bid form included with the entire contract proposal and shall display the following statement on the front of the bid envelope:**

**QUOTATION FOR D3POC0189:**

**PENDER ON CALL LIGHT DUTY MAINTENANCE CREW – SBE FEDERAL WORK TO BE OPENED AT 2:00 PM – MARCH 21, 2024.**

**Include the following information:**

- a. Name of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.
- b. Name of individual or representative submitting bid and position or title held on behalf of the bidder.
- c. Address of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.
- d. SAP Vendor Number of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.
- e. Contractor Number, if applicable, of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid

**NOTE: The Bid Opening is accessible in Person OR using Conference Call by dialing 1 (877) 336-1829 and enter the following Access Code 4500785# to hear the bid results live.**

**CONTRACT AVAILABILITY INFORMATION:**

The Availability Date for this project is **May 6, 2024**.  
The Completion Date for this project is **May 5, 2025**.

**CONTACT INFORMATION:**

Please refer to the Contract Description referenced when making requests or inquiries regarding this project. If you have questions, or need additional information concerning this project, you may contact **Jeff Garrett, 910-789-6160** or email [jlgarrett@ncdot.gov](mailto:jlgarrett@ncdot.gov)

Visit <https://connect.ncdot.gov/letting/Pages/Division.aspx> and select a division number from the state map for other projects in Division 3 and throughout the state.

Sincerely,

DocuSigned by:  
  
02B404268BC84C2...  
Jonathan W. Mitchell  
Division Contract Engineer

cc: D. Chad Kimes, PE, Division Engineer  
Caitlin Melvin, PE, Deputy Division Engineer  
Katie Hite, PE, Division Project Development Engineer  
David Leonard, PE, Assistant Division Project Development Engineer  
Anthony W. Law, Division Construction Engineer  
Daniel Cumbo, PE, Assistant Division Construction Engineer  
Trevor Carroll, PE, Division Maintenance Engineer  
Jessi Leonard, PE, Assistant Division Maintenance Engineer  
Adrienne Cox, Division Planning Engineer  
Michelle Howes, PE, Division Corridor Engineer  
Jeff Garrett, Pender County Maintenance Engineer