



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

July 19, 2024

**NOTIFICATION OF AWARD – BONDS ARE NOT REQUIRED**

TLC Works, Inc.  
1021 Woods Crossroads Rd.  
Benson, NC 27504

Contract No.: D3POC0207  
TIP No.: N/A  
Federal Aid No.: Federal Funded  
WBS Element: On Call  
Counties: Onslow, Pender, Duplin, Sampson, Brunswick, New Hanover  
Description: On Call Sign Installation and Maintenance – Federal Work

Attn:

I am pleased to inform you that **TLC Works, Inc.** has been awarded the contract for the above project based on the bid submitted on **July 18, 2024**, in the amount of **\$673,150.00**.

Please provide the following within 14 calendar days from the date you receive your award letter:

- A. One (1) ORIGINAL current Certificate of Insurance *with the following three items included in the Description of Work section:*
1. *The contract number and description of work listed above,*
  2. *County(ies) of contract, and*
  3. *NCDOT listed as additionally insured.*

**This certificate must now be mailed or emailed directly from your provider to Jonathan Mitchell.**

- B. Two (2) ORIGINAL sets of Executed Payment and Performance Bonds  
C. One (1) ORIGINAL Subcontractor Letter(s) of Intent for each subcontractor  
D. Two (2) ORIGINAL Execution of Contract forms  
E. One (1) ORIGINAL SPA-1 form if applicable

**If applicable** to this contract, documents listed directly above (B-E) should be returned **as one package** to **Jonathan Mitchell, 5505 Barbados Blvd, Castle Hayne, NC 28429**. The Execution of Contract Forms are available on the NCDOT web site at <https://connect.ncdot.gov/letting/Pages/Central-Letting-Forms.aspx>. Please remember that work may not start before the contract has been properly executed.

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
5501 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

Telephone: 910-341-2001  
Fax: 910-675-7827  
Customer Service: 1-877-368-4968

Location:  
5501 BARBADOS BOULEVARD  
CASTLE HAYNE, NC 28429-5647

Website: [ncdot.gov](http://ncdot.gov)

In addition, your attention is directed to Articles 107-16, 108-1, 108-2 and 108-3 of the *Standard Specifications* relative to prosecution of work, progress schedule and preconstruction conference. Information regarding these items should be addressed prior to beginning work. Please forward the remaining information to the **Division Traffic Engineer, Stoney Mathis, PE**, as soon as possible so that a preconstruction conference can be held. Mr. Mathis's mailing address is **5504 Barbados Blvd., Castle Hayne, NC 28429**, and his telephone number is **(910) 341-2200**.

In accordance with Article 104-2 of the Standard Specifications, it will be necessary for you to submit the name of those individuals within your organization who will be authorized to sign supplemental agreements that may be necessary in the performance of the work under this contract. Please furnish this information to the **Division Traffic Engineer, Stoney Mathis, PE**.

If you have any questions, please contact me at (910) 341-2001.

Sincerely,

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

cc: D. Chad Kimes, PE, Division Engineer  
Trevor Carroll, 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  
Jessi Leonard, PE, Assistant Division Maintenance Engineer  
Adrienne Cox, Division Planning Engineer  
Michelle Howes, PE, Division Corridor Engineer  
Stoney Mathis, PE, Division Traffic Engineer