



PAT McCRORY  
Governor

NICHOLAS J. TENNYSON  
Secretary

August 9, 2016

**Addendum No. 1**

RE: **DISTRICT 3 SMALL CONSTRUCTION JOHNSTON AND WAYNE  
COUNTIES**

To Whom It May Concern:

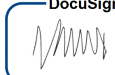
Reference is made to the above-mentioned project. The following additions have been made:

1. Insert the attached Instructions to Bidders

***This sheet and attachments shall be made a part of the plans and bid documents and shall be submitted with the bid. Bids submitted without the addenda and attachments will be considered non-responsive.***

If there are any questions, please contact me at (252) 237-6164

Sincerely,

DocuSigned by:  
  
BC8FE3BCFE014EA...  
8/9/2016

J. Charles Cauley  
Division Four Contracts and Proposals Engineer

JCC/  
Attachment



## **INSTRUCTIONS TO BIDDERS**

### **PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE PREPARING AND SUBMITTING YOUR BID.**

All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement may cause the bid to be considered irregular and may be grounds for rejection of the bid.

#### **TRADITIONAL PAPER BIDS:**

1. Download the entire proposal from the Connect NCDOT website and return the entire proposal with your bid.
2. All entries on the itemized proposal sheet (bid form) shall be written in ink or typed.
3. The Bidder shall submit a unit price for every item on the itemized proposal sheet. The unit prices for the various contract items shall be written in figures. Unit prices shall be rounded off by the Bidder to contain no more than FOUR decimal places.
4. An amount bid shall be entered on the itemized proposal sheet for every item. The amount bid for each item shall be determined by multiplying each unit bid by the quantity for that item, and shall be written in figures in the "Amount" column of the form.
5. The total amount bid shall be written in figures in the proper place on the bid form. The total amount bid shall be determined by adding the amounts bid for each item.
6. Changes to any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink. Do not use correction fluid, correction tape or similar product to make corrections.
7. The bid shall be properly executed on the included **Execution of Bid – Non-collusion Affidavit, Debarment Certification and Gift Ban Certification** form. All bids shall show the following information:
  - a. Name of corporation, partnership, limited liability company, joint venture, individual or firm, submitting bid.  
Corporations that have a corporate seal should include it on the bid.
  - b. Name of individual or representative submitting bid and position or title held on behalf of the bidder.
  - c. Name, signature, and position or title of witness.
  - d. Completed attestation by Notary Public**Note: Signer, Witness and Notary Public must be different individuals.**
8. The bid shall not contain any unauthorized additions, deletions, or conditional bids.
9. The Bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
10. **THE PROPOSAL WITH THE ITEMIZED PROPOSAL SHEET ATTACHED SHALL BE PLACED IN A SEALED ENVELOPE AND SHALL BE DELIVERED TO AND RECEIVED IN THE NCDOT DIVISION 4 OFFICE, LOCATED AT 509 Ward Blvd., P.O. Box 3165, WILSON, NC 27895 BY 2:00 PM ON, August 23, 2016.**
11. The sealed bid must display the following statement on the front of the sealed envelope:

### **QUOTATION FOR ANNUAL NEEDS SMALL CONSTRUCTION – DISTRICT 3 TO BE OPENED AT 2:00 PM ON, AUGUST 23, 2016.**

12. If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

**N. C. DEPARTMENT OF TRANSPORTATION  
ATTN: J. Charles Cauley, PLS  
509 Ward Blvd., P.O. Box 3165  
Wilson, NC 27895**