

Annual Needs Snow and Ice Pre-bid Meeting Minutes

10:00 to 10:15

Introductions – Jon Arnold, Chris Hoffman, Randy Finger, Doug McNeal, Alan Shapiro, Brady Young

Purpose of meeting – Highlight critical items of contract

Order of meeting – Attendance Roster, Talking Points, Discussion Items, Questions, Close

Contractor Attendance Roster for Pre-Bid Meeting

Company	Contact	Email	Attended Meeting
Moffat Pipe, Inc	Jacob King	jking@moffatpipe.com	Jacob King – TM
Precision Lawn	Maria Rogerson	precisionnc@outlook.com	Maria Rogerson - TM
TG&P	James Kirkpatrick	jkirkpatrick@tgandp.com	James Kirkpatrick - TM
Dixie Lawn Service	Jimmy McHenry	jmchenry@dixielawn.com	Jimmy McHenry - PH
AshBritt, Inc.	Jackie Ryan	jryan@ashbritt.com	Did not attend

Talking Points 10:15 to 11:20 - Presented by Jon Arnold and Chris Hoffman

**The following sections were called out and read individually from the contract proposal.*

Pg. 5 - Bid opening

Pg. 6 – Bond Requirements, Non-Exclusive/Non-Guaranteed

Pg. 7 – Term Contract, ICT 1, and Liquidated Damages

Pg. 8 – ICT 2 and Liquidated Damages

Pg. 25 – Toll Facility Reimbursement, Coordination

Pg. 24 – Cooperation Between Contractors

Pg. 24 – Prosecution of Work

Pg. 26-RW-1 – Scope of Work , Equipment

Pg. 27-RW-2 – Equipment Operating Rate

Pg. 28-RW-3 – Mob/Demob, Contractor/Operator Prep

Pg. 28-RW-3 – Standby Time – Staging

Pg. 29-RW-4 – Outfitting Fee, Supervision By Contractor

Pg. 30-RW-5 – Work Notification, Payment and Retainage

Pg. 71 – Attachment A - Calculation of LD's example

Pg. 72 – Attachment B Part 1

Pg. 73 – Attachment B Part 2

Pg. 74 – Schedule of values

Pg. 105 – Bid Form

Discussion Items and Questions 11:20 to 12:00

1. Contract Change from 5-year Bid to 1-year bid, with 4 additional renewals
2. Liquidated Damages, how computed
3. Invoicing and documentation review and requirements
4. Training and Inspection scheduling
5. Covid 19 and State distancing requirements.
6. GPS tracking (time permitting)

Contractor Questions:

1. Asked for clarification on additional trucks. (See Pg. 26/RW-1) Supplemental agreements will be used to add trucks as demand dictates, this would happen after the initial contract award.
2. Requested clarification on retainage. (See Pg. 29/RW-4) *"A payment will be made to the Contractor in an amount of Fifty percent(50%) of the unit price bid, with the **remaining Fifty percent (50%) payable starting the first week of April of contract year, subject to retainage of any outstanding liquidated damages.**"* Retainage is referring to the 50% outfitting fee in April, and deduction of Liquidated Damages from said payment.
3. Certified Payroll question. Only required in the event of Federal reimbursement. This contract is state funded.
4. Asked question concerning outfitting fee and hourly rates and impact of LDs. (See Pg.7, 8 and attachment A) The LDs will only impact the Outfitting Fee. No impact to hourly rates.
5. Asked how we define Mob/Demob, standby time, and operation time. Mob/Demob Time – (See Pg. 28) *"These three additional hours shall be considered full compensation for all costs to mobilize and demobilize the equipment provided under this contract. Mobilization shall include rigging the dump truck with the specified appurtenances and having the trucks ready for operation (loading and plowing) at the designated Department facility. Demobilization shall include the cleanup of the trucks and appurtenances at the conclusion of the current storm event and unrigging the specified appurtenances from the dump trucks."*
Standby/Staging Time – (See Pg. 28-29) *This is the time after the Mobilization and prior to performing plowing and spreading operations.* Loading of salt/sand and transit to Staging area, is included in Standby/Staging Time.
Equipment Operation Time – Actual equipment operation. (Plowing and or spreading)
6. The operator with truck has a toll and non-toll rate, why does the Supervisor have only one rate? Referred to the older contracts, has been setup this way from the beginning, no changes will be made to contract.
7. How many Supervisors are authorized per # trucks?
There will be 1 Supervisor for every 5 trucks.
8. Will the entire years outfitting fee be paid regardless of possible fiscal issues?
Outfitting fee for contract year is a contractual obligation, contractor will receive complete payment regardless of NCDOT fiscal issues.
9. Will trucks be assigned to a designated location? All the contractor's trucks will be assigned to specific locations, depending on individual storms, trucks may be moved to areas requiring additional help to provide adequate coverage of individual storms.