



PAT McCRORY  
Governor

NICHOLAS J. TENNYSON  
Secretary

August 2, 2016

MEMORANDUM TO: Pre-Bid Attendees

FROM: Carolyn T. Huskins   
Division Proposals Engineer

SUBJECT: Pre-Bid Conference Minutes  
Long Arm Mowing in Orange County

On August 2, 2016 a Pre-bid Conference was held in the Division Office with the following people in attendance:

|                    |                               |
|--------------------|-------------------------------|
| Carolyn Huskins    | Division Proposal Engineer    |
| John Howell        | County Maintenance Engineer   |
| Renee Saul         | Technician                    |
| Karen Strickland   | Karen's Lawn Service          |
| Marcella McRae     | John McRae Contracting, LLC   |
| Matt McRae         | McRae Contracting             |
| Brittany Stainback | Cali USA, LLC                 |
| Jeff McKinney      | North Piedmont Services Corp. |
| Robert K. Southard | North Piedmont Services Corp. |

Carolyn Huskins introduced herself, Renee Saul, and John Howell, the County Maintenance Engineer who will be responsible for this contract.

Carolyn Huskins reviewed the Proposal and stressed the following items:

- All questions from bidders must be asked during today's meeting. No questions will be answered after the meeting.
- Page 1: Date & time of bid opening is August 18, 2016 at 2:00 p.m. Mr. Howell indicated that he is ready for the awarded contractor to begin as soon after the contracts are executed as possible.
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- Page 4: This is a mandatory prebid. Only bid proposals received from the attendees will
- be accepted on August 18<sup>th</sup>. Attendees are instructed to legibly complete the sign-in sheet.
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- Page 5: “Instructions to Bidders”:
  - #2 Round unit prices to two (2) decimal places.
  - #9 Addenda shall be acknowledged;
- Page 6: Contractor must be a certified SBE
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  - The contract quantities are estimated quantities established for bid purposes only, actual quantities may vary
- Page 7: This is a renewable contract. If NCDOT desires to renew the contract, and the Contractor agrees, the unit price for each line item will be increased by 3% each time the contract is renewed.
- Page 8: The Contractor shall begin work five (5) working days of notification. If the Contractor fails to begin work within the allotted five (5) days, liquidated damages of \$100 will be charged to the Contractor beginning the sixth (6) calendar day and will continue to accrue until the Contractor begins work. Liquidated damages of \$100 will also accrue for unauthorized suspension of work. Attendees are instructed to change the word “complete” in the last sentence of 1<sup>st</sup> paragraph to “begin”.
- Page 8: If the Contractor damages any utilities they shall be financially responsible for the repairs
- Page 10: \$5,000,000 of general aggregate and \$5,000,000 per occurrence liability insurance are required along with all other insurance required by the state of North Carolina. Proof of Workers Compensation insurance of a certificate from the Department of Insurance is also required. Policy shall not have an exception for “mowing”.
- Page 12: Long Arm Mowing Requirements, contractor shall supply a minimum of 2 tractors. There is one mowing cycle per year, with all roads except unpaved secondary roads to be mown. Long Arm Mowing will be paid by the actual number of shoulder miles that are mowed and accepted.
- Page 12: Contractor is responsible for ANY damage to property, including but not limited to mailboxes, telephone boxes, pedestals, bushes, etc. and will make good any damage/injury in a manner acceptable to the property owner and NCDOT.
- Page 13: Safety specifications regarding equipment were discussed.
- Page 14: Supplemental Mowing shall be completed within 7 days of assignment unless otherwise determined:

- Page 15: There is no payment for mobilization and demobilization, however if contractor has to move from one end of the county to the other by request of the County Maintenance Engineer, mobilization to and from will be paid at the hourly rate for “Supplemental Mowing”.
- Page: 17: The contractor shall communicate in English and the on-site supervisor shall be English speaking and fully understand the terms and conditions of the contract.
- Page 17: Traffic control will be provided by contractor with TMA along all interstate and primary routes with paved shoulders. Reference made to the MUTCD and NCDOT Roadway Standard Drawing 1110.02. Requests can be made to Carolyn Huskins for link if contractor does not have access to these.
- Page 26&27: Include a completed DBE-IS form with every invoice. Do not fax invoices and DBE-IS forms to John Howell. The Contractor may email invoices and DBE-IS forms as long as they are legible. Mr. Howell would like to receive invoices monthly.
- Page 28-33: Fill out only one of the Execution of Bid Forms. An individual may not witness his own signature. Have the form notarized if required by the form. Apply the corporate seal if required by the form.
- Page 36: Acknowledge the Pre-Bid Minutes as Addendum 1 on the appropriate sheet in the proposal and include the pre-bid minutes as part of the bid package. Attaching the Pre-bid Minutes to your bid is not sufficient
- Page 37: Contract Bid Form - Contractor is required to complete the entire form, including the bottom portion.

#### **Miss Huskins opened the floor for questions and discussions**

- What are the insurance requirements of the contractor?  
**\$5,000,000 of general aggregate and \$5,000,000 per occurrence liability insurance are required along with all other insurance required by the state of North Carolina. Proof of Workers Compensation insurance or a letter from the Department of Insurance is also required.**
- **When was the last time mowing occurred in areas covered by this contract?**  
Mowing has been completed for a full cycle for the last 3 years.
- **What roads in the county are required to have an attenuator?** Interstate 85 and Interstate 40, all NC highways, and all multi-lane primary roads that have a paved shoulder.
- **Will contractor have to have flagman for traffic control?** Only if it is unsafe to operate without them. Primary roads without a paved shoulder will need some flagging. NC86 and NC 49 are examples. No flaggers are required for secondary roads.

Miss Huskins suggested that Contractors utilize Google Earth to locate areas that may be unsafe.

- **Can contractor utilize more than 2 mowers and is there a maximum number that will be allowed?** Mr. Howell indicated that a minimum of 2 mowers should be enough, however, if not, a reasonable number of additional mowers would be allowed with his approval. He does not want to flood the areas with mowers and wants the mowing pattern to remain consistent throughout the full cycle. Mulching and cleaning in the areas is important also.

Mr. Howell reminded everyone that he is ready for the work to begin on this contract as soon as possible.

The meeting adjourned at 10:35 a.m.

CTH/rts

cc: J M Mills, PE                      file  
ec: Brad Wall, PE                      B. J. Howell                      Plan Holders