



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

February 24, 2015

MEMORANDUM TO: Mandatory Pre-bid Attendees

FROM: Carolyn T. Huskins   
Division Proposal Engineer

SUBJECT: Pre-Bid Conference Minutes  
Vegetation Management in the Median of US 220

On February 20, 2015 a Pre-bid Conference was held in the Division Office with the following people in attendance:

Carolyn Huskins	Division Proposals Engineer
Jeremy Delapp	CME – Rockingham County
Brenda Joyce	Information Processing Technician
Mitch Beasley	Lovin Equipment & Sales
Edward Melvin	Turf Builders
Renee Melvin	Turf Builders
Austin Mullis	Double B Cutters
Phil Marsh	Green Revival Landscaping

Carolyn Huskins introduced herself, Brenda Joyce and Jeremy Delapp, 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 2: The date must be filled in for bid submittal.
- Page 3: Strike through February 17<sup>th</sup> and 9:30 a.m. and replace date with February 20<sup>th</sup> and 10:00 a.m. initial beside corrections.
- Page 5: "Instructions to Bidders":
  - #1 Contractors shall bind their proposal.
  - #3 Bid prices shall be carried to two decimal places
  - Prepare the outside of the envelope as instructed.
- Page 6: This is a renewable contract. If NCDOT desires to renew the contract, and the Contractor agrees, the unit price for the line item will be increased by 3% each time the contract is renewed.

- Page 8: If it is deemed necessary to terminate the contract, NCDOT will give the Contractor a sixty-day notice of termination.
- Page 9: NCDOT personnel are prohibited from taking any gifts from Contractors.
- :\$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.
- Page 10: The Contractor shall pick-up and bag all trash in the work area prior to mowing.
- It is expected that there will be six cycles of Median Vegetation Management, depending on weather and budget resources.
- Always cooperate with Jeremy Delapp and the inspector. The NCDOT contact for this contract is Jeremy Delapp, CME or his appointed representative.
- Page 13: No lanes of US 220 may be closed at any time
- Page: 16 Clean equipment well if it has been in a quarantined area.
- Page 17: Include a completed DBE-IS with every invoice, do not fax invoices and DBE-Is forms. The Contractor may email invoices and DBE-IS forms as long as they are legible.
- Page 18: Acknowledge the Pre-Bid Minutes as Addendum 1 on the appropriate sheet in the proposal. Attaching the Pre-bid Minutes to your bid is not sufficient
- The proposal shall be properly executed including a corporate seal for corporations and notary seal as required on the Execution Sheets
- Safety was emphasized.

**Jeremy Delapp discussed the details of vegetation management portion of the contract.**

- This project will be difficult. It is hard to get between the guardrails, especially on the southern portion of the project. The vegetation outside of the guardrail shall be cut from inside the guardrail for the sake of safety
- **No lane closures will be allowed at any time.**
- The Contractor can only have one work zone at a time. Work zones shall not be more than a mile long. The work area shall be continuous, work as you go, no jumping around.
- It was emphasized to those present not to bid the project without first looking at the work area.

- The work area runs from the beginning of the guardrail near NC 68 to the end of the guardrail near the Virginia State Line and includes the entire median from pavement to pavement whether there is guardrail in the median or not.
- The Contractor may choose to start work at the north end or the south end of the project. Every cycle shall be started from the same end of the project.
- The Contractor will be notified to begin cutting vegetation before the vegetation height is out of hand. The intent is to keep the median looking neat.

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

- Is Contractor responsible for dump fees for trash pick- up? **Yes, the amount of trash collected during the first cycle should be greater than the amount of trash collected during subsequent cycles.**
- When do vegetation cycles begin? **The Contractor should expect to start around near end of April or beginning of May.**
- Are there places near guardrail where mowers cannot get? **Yes, The Contractor needs to go and look at job site.**
- How many mowers and weed eaters were used in previous contract? **There were 8-10 weed eaters and 2 mowers.**
- Can Contractors see previous bid tabs from contract? **Yes, Carolyn will send out to those who requested it.**
- Is payment for a Shoulder Mile? **No, payment is by the Mile. A mile to be paid for will include the whole area from edge of pavement to edge of pavement for one mile measured along one shoulder. Measurement will be made to the nearest 10<sup>th</sup> of a mile.**
- Do signs need to be 48"? **Yes, and signs shall be clean and legible**
- How many signs and length apart? **Two signs one northbound and one southbound, work area shall not be more than a mile in length.**

The meeting adjourned at 10:50 a.m.

CTH/bcj

attachment

cc: J M Mills, PE file  
 ec: J. B Wall, PE B. L. Norris, PE J. M. Delapp Plan Holders

**CONTRACT NO.:** D7POC016  
**WBS ELEMENT:** 7.107911  
**COUNTY:** ROCKINGHAM  
**DESCRIPTION:** VEGETATION MANAGEMENT IN THE MEDIAN OF US 220

LuAnne A. Mullis dba M and M Mowing Contracting  
 3212 Lone Hickory Road  
 Yadkinville, NC 27055

Vegetation Management Specialist, Inc.  
 3248 Union Cross Church Road  
 Yadkinville, NC 27055

United Maintenance Group, LLC  
 P. O. Box 21912  
 Greensboro, NC 27420

Carver Contracting, LLC  
 P. O. Box 1847  
 Reidsville, NC 28771

Item	Sec	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
1	SP	Median Vegetation Management	108	MI	\$528.00	\$57,024.00	\$663.00	\$71,604.00	\$909.51	\$98,227.08	\$998.50	\$107,838.00
TOTAL ESTIMATED BID AMOUNT					\$57,024.00		\$71,604.00		\$98,227.08		\$107,838.00	

**CONTRACT NO.:** D7POC016  
**WBS ELEMENT:** 7.107911  
**COUNTY:** ROCKINGHAM  
**DESCRIPTION:** VEGETATION MANAGEMENT IN THE MEDIAN OF US 220

DMW Contracting, Inc.  
 62 Hamilton Farm Circle  
 Fuquay Varina, NC 27526

Loye Grading and Tree Service, Inc.  
 1580 US 29 Business  
 Reidsville, NC 27320

North Piedmont Services Corporation  
 896 Huffines Mill Road  
 Reidsville, NC 27320

Item	Sec	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
1	SP	Median Vegetation Management	108	MI	\$1,305.50	\$140,994.00	\$1,500.00	\$162,000.00	\$1,900.00	\$205,200.00
TOTAL ESTIMATED BID AMOUNT					\$140,994.00		\$162,000.00		\$205,200.00	