



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

A handwritten signature in black ink that reads "Carolyn T. Huskins".

SUBJECT: Pre-Bid Conference Minutes
String Trimming

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
Karen Strickland	Blue Ridge Mowing
Danny Brown	United Maintenance Group
Ricky Loye	Loye Grading & Tree Service, Inc.
Dennis Russell	Russell Enterprises

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 shall 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 17th and 10:30 a.m. and replace date with February 20th and time with 11:15 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 each line item will be increased by 3% each time the contract is renewed.
- Page 7: The Contractor shall begin work seven (7) calendar days of notification. If the Contractor fails to begin work within the allotted seven (7) days, liquidated damages of \$250 will be charged to the Contractor beginning the eighth calendar day and will continue to accrue until the Contractor begins work.
- Page 9: NCDOT personnel are prohibited from taking any gifts from Contractors.
- : 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.
- The intent of this contract is for the Contractor to perform four (4) cycles of string trimming on primary roads and two (2) cycles on secondary roads; however the Engineer may reduce or increase the number of cycles.
- 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.

Miss Huskins opened the floor for questions and discussions

- How far behind guardrail will the contractor be required to weed eat? **3 Feet**
- Can Contractor use chainsaws to cut brush? **Yes**
 - Where does the Contractor get the log sheet? **Jeremy Delapp has a log sheet he created. When the contract is awarded Jeremy will hold a brief meeting with the Contractor and provide the contractor with a copy of the log sheet and the measurements.**
- Can Contractor have more than 5 people on job site? **Yes, but no more than 8, with too many people, safety becomes an issue.**

- Can Contractor spread out in different sections? **Yes, if you have enough sign and Mr. Delapp has approved the locations.**
- Can Contractor do slopes, guardrail and road all the same time? **Yes, all at once or one item at a time. The Contractor shall perform all portions of the work on each section of road in a timely manner.**
- How many signs and length apart? **A minimum of one “Shoulder Work Ahead” sign, additional signs may be installed. The Contractor shall keep signs “moved up” with the work area. Work zones are limited to one mile in length. Signs shall be clean and legible.**
- Will cable rail be measured like guardrail? **Yes**
- Can attendees be provided with bid results from the last contract? **Yes, they will be attached to the pre-bid minutes.**

The meeting adjourned at 11:55 a.m.

CTH/bcj

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

WBS Element:

7.107911

County:

Rockingham

Description:

String trimming (weedeating) around guardrail, signs and other stationary objects

LuAnne A. Mullis, DBA
M and M Mowing
Contracting
3212 Lone Hickory Road

Yadkinville, NC 27055

Lovin Equipment & Sales,
Inc.
P. O. Box 758

Robbinsville, NC 28771

ITEM	SECT	DESCRIPTION	QNTY	UNIT	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
1	SP	String Trimming	1,626,000	LF	\$0.03	\$48,780.00	\$0.048	\$78,048.00
2	SP	String Trimming, Bridge Slopes	604,800	LF	\$0.02	\$12,096.00	\$0.06	\$36,288.00
TOTAL AMOUNT BID					\$60,876.00		\$114,336.00	

McCain Striping Service,
Inc.
5711 Craven Road

Browns Summit, NC 27214

United Maintenance
Group. LLP
3317 Martin Avenue

Greensboro, NC 27405

ITEM	SECT	DESCRIPTION	QNTY	UNIT	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
1	SP	String Trimming	1,626,000	LF	\$0.05	\$87,804.00	\$0.06	\$97,560.00
2	SP	String Trimming, Bridge Slopes	604,800	LF	\$0.05	\$32,659.20	\$0.12	\$72,576.00
TOTAL AMOUNT BID					\$120,463.20		\$170,136.00	