



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PATRICK L. MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

July 7, 2015

MEMORANDUM TO: Pre-Bid Attendees

FROM: Carolyn T. Huskins
Division Proposals Engineer

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

SUBJECT: Pre-Bid Conference Minutes
Rental of Motor Graders for Snow & Ice Removal

On July 1, 2015 a Pre-bid Conference was held in the Division Office with the following people in attendance:

Carolyn Huskins	Division Proposal Engineer
J. B. Wall, PE	Division Maintenance Engineer
Mark Brooks	Division Fleet Manager
Brenda Joyce	Information Processing Technician
Gustavo Ocoro	Ocoro Enterprises
Josh Prevette	Linder Industrial Machinery
Jimmy McHenry	Dixie Lawn Service, Inc.
Mookie Leftwich	James River Equipment

Carolyn Huskins introduced herself, Brad Wall, Brenda Joyce and Mark Brooks, the Division Fleet Manager 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 5: "Instructions to Bidders":
 - #3 Bid prices shall be carried to two decimal places
 - #8 Corporation Seal
 - #13 Prepare the outside of the envelope as instructed.
- Page 6: This Contract is to provide seven (7) Motor Graders in Rockingham County. This is a Non Exclusive Contract.

- 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 7: MBE and WBE Goals are 0.0%. MBE and WBE form shall be filled out even if it is 0.0%.
- Page 21: NCDOT personnel are prohibited from taking any gifts from Contractors.
- Page 21: Liability Insurance, the coverage provided for equipment shall be in the amount of \$750, 000.00 per occurrence.
- The DOT will provide strobe lights but if the motor graders are pre-equipped with strobe lights that is acceptable.
- Page 23:- NCDOT wants 7 motor graders available from December 1, 2015 through March 31, 2016. All motor graders will be hauled and parked by DOT and will be used only for snow and ice removal
- Page 23:-The Contractor shall provide joy stick training if motor grader has joy stick operation. Training will be at no additional cost.
- Page 23: If a motor grader needs repair or breaks down, the contractor will be given a reasonable amount of time to repair it or if it is minor repair Mark Brooks said the equipment shop will try to work with the contractor to repair minor items.
- Page 26 – Clean equipment well before we pick it up especially if it has been used or parked in a quarantined county.
- Page 27- : 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. Invoices will be emailed to Mark Brooks, strike through Jeremy Delapp name and address. Mr. Brooks email address is jmbrooks @ncdot.gov
- Page 28 – Fill out only one of the Execution of Bid Forms. A person cannot witness his/her own signature. Have the form notarized if required by the form. Apply a corporate seal if the form requires one.
- Page 38- 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 pre-bid minutes should also be attached as they become a part of the contract.
- Page 39- Strike out “for 4 Months” in the “Unit Price” column on the Contract Bid Form.

Miss Huskins opened the floor for questions and discussions

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If a motor grader breaks down, will we be given a reasonable amount of time to repair?

Yes, during emergency situations of snow and ice repair will need to occur more quickly than in non-emergency situations. Mr. Brooks will work with contractor and expects the contractor to work with him. If it is a simple repair such as needing a jump or light bulbs, etc, NCDOT is willing to make the repair in order to get the equipment working.

If a moldboard needs repair, is it acceptable to the contractors for the NC DOT Equipment shop repair it?

All contractors indicated that NCDOT can make the repair as long as it passes contractor inspections..

The meeting adjourned at 10:29 a.m.

CTH/bcj

cc: J M Mills, PE

file

ec: Brad Wall, PE

J.M. Brooks

J.M. Delapp

Plan Holders