



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, appearing to read "Carolyn T. Huskins".

SUBJECT: Pre-Bid Conference Minutes  
Snow and Ice Control for Bare Pavement Routes in Orange  
County

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
John Howell	CME Orange County
Brenda Joyce	Information Processing Technician
Gustavo Ocoro	Ocoro Enterprises
Chris Taylor	Dixie Lawn Service, Inc.
Jimmy McHenry	Dixie Lawn Service, Inc.
Chauncey Mann	Triangle Grading & Paving, Inc.
Bobby Stone	Triangle Grading & Paving, Inc.

Carolyn Huskins introduced herself, Brad Wall, Brenda Joyce 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: Bid Bonds are Required
- Page 2: The date must be filled in for bid submittal.
- Page 6: "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 7: Strike through Alamance County and replace with Orange County
- Page 7: Payment and Performance Bonds are required
- Page 8: This is a five (5) year contract, it will be extended automatically.
- Page 8-22: The MBE and WBE section was explained. You may choose to sub work out. If not using a MBE or WBE, a **zero (0)** must be written on the “Listing of MBE and WBE Subcontractors” or the bid cannot be considered. The MBE and WBE goals for this project are zero.
- Page 22: NCDOT personnel are prohibited from taking any gifts from Contractors.
- Page 23: – Prior to the issuance of a PO all contractors shall provide proof of coverage issued by a workers compensation insurance carrier or a certificate of compliance from the NC Department of Labor.
- Page 24 – Contract payment and performance bonds strike through 100 percent of amount and replace with one (1) year value.
- Page 24: Reviewed the Equipment Requirements
- Page 25: Equipment Operating Rate for Snow and Ice Removal is \$103.00 per hr.
- Page 26:– - Mobilization and Demobilization will be measured and paid for as paid for as 3 hours of additional Equipment Operating Rate for Snow and Ice Removal. al
- Page 26:- - Payment for training sessions shall be at the rate of \$30.00 per hour for each person in attendance (two people per piece of equipment). No payment will be made for training provided to the Contractor’s personnel due to operator or supervisor turnover or absence from regularly scheduled training.
- Page 27: **The outfitting fee will be paid differently than in the past, following is the payment schedule:**
  - One payment in an amount of **Fifty percent (50%)** of the unit price bid will be made to the Contractor in the first year, for each piece of equipment provided approved and accepted under this contract.
  - **Thirty (30%)** in the third year.
  - **Twenty (20%)** in the fifth year.
  - Should the Contractor refuse to extend the contract or be found in default due to poor performance and/or excessive equipment break downs, he will be invoiced for a prorated amount of the outfitting fee.
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- Page 27: – NCDOT will provide all necessary deicing chemical materials.

- Page 28: Reviewed fuel price adjustment
- Page 29: Preservation of Property the contractor shall avoid damage to public property and will be responsible for repair.
- Page 29: Posted weight limits contractor shall be aware of weight limits on roads and bridges.
- Page 31: Clean equipment well before bringing it to Orange County, especially if it has been used or parked in a quarantined area.
- Page 33- : 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.
- Page 34-39 – 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 44- 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

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

What assurance does the Contractor have that DOT will not cancel contract? **The work is required work, the only reason that contract would be canceled if the Contractor is found in default due to poor performance and/or excessive equipment breakdowns.**

Will an oversize permit be required for each truck? **Mr. Wall said at this time to get a one hundred (\$100) permit per truck.. Mr. Mills is checking on this, it is being addressed in legislature.**

Will a GPS be required? **No**

The meeting adjourned at 11:35 a.m.

CTH/bcj

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