

STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION 9

**PROPOSAL -- Small Business Enterprise (SBE)**

**DATE AND TIME OF BID OPENING: JUNE 9, 2021 AT 2:00 PM**

**CONTRACT ID: 2021- 3-MAN CREW**

**WBS ELEMENT NO.: N/A**

**FEDERAL AID NO.: N/A**

**COUNTY: Davidson, Davie, Forsyth, Rowan, Stokes**

**TIP NO.: N/A**

**MILES: N/A MILES**

**ROUTE NO.: VARIOUS**

**LOCATION: To be Determined on an As Needed Basis**

**★ TYPE OF WORK: INSTALLATION AND REPAIR OF CURB, CURB & GUTTER, CONCRETE ISLANDS, CURB RAMPS, SIDEWALKS, DRIVEWAYS, CONCRETE PAVED DITCHES AND PROVIDING THREE (3) MAN SKILLED HOURLY CREW**

**NOTICE:**

**ALL BIDDERS SHALL COMPLY WITH ALL APPLICABLE LAWS REGULATING THE PRACTICE OF GENERAL CONTRACTING AS CONTAINED IN CHAPTER 87 OF THE GENERAL STATUTES OF NORTH CAROLINA WHICH REQUIRES THE BIDDER TO BE LICENSED BY THE N.C. LICENSING BOARD FOR CONTRACTORS WHEN BIDDING ON ANY NON-FEDERAL AID PROJECT WHERE THE BID IS \$30,000 OR MORE, EXCEPT FOR CERTAIN SPECIALTY WORK AS DETERMINED BY THE LICENSING BOARD. BIDDERS SHALL ALSO COMPLY WITH ALL OTHER APPLICABLE LAWS REGULATING THE PRACTICES OF ELECTRICAL, PLUMBING, HEATING AND AIR CONDITIONING AND REFRIGERATION CONTRACTING AS CONTAINED IN CHAPTER 87 OF THE GENERAL STATUTES OF NORTH CAROLINA. NOTWITHSTANDING THESE LIMITATIONS ON BIDDING, THE BIDDER WHO IS AWARDED ANY FEDERAL - AID FUNDED PROJECT SHALL COMPLY WITH CHAPTER 87 OF THE GENERAL STATUTES OF NORTH CAROLINA FOR LICENSING REQUIREMENTS WITHIN 60 CALENDAR DAYS OF BID OPENING.**

**THIS IS A ROADWAY PROJECT.**

**BID BONDS ARE NOT REQUIRED.**

\_\_\_\_\_  
**NAME OF BIDDER**

\_\_\_\_\_  
**ADDRESS OF BIDDER**

**PROPOSAL FOR THE CONSTRUCTION OF  
CONTRACT NO. 2021 – 3-MAN CREW IN DAVIDSON, DAVIE, FORSYTH, ROWAN AND STOKES  
COUNTIES, NORTH CAROLINA**

**MAY 19, 2021**

**DEPARTMENT OF TRANSPORTATION,  
RALEIGH, NORTH CAROLINA**

The Bidder has carefully examined the location of the proposed work to be known as Contract No. 2021 – 3-MAN CREW; has carefully examined the plans and specifications, which are acknowledged to be part of the proposal, the special provisions, the proposal, the form of contract, and the forms of contract payment bond and contract performance bond; and thoroughly understands the stipulations, requirements and provisions. The undersigned bidder agrees to bound upon his execution of the bid and subsequent award to him by the Department of Transportation in accordance with this proposal to provide the necessary contract payment bond and contract performance bond within fourteen days after the written notice of award is received by him. The undersigned Bidder further agrees to provide all necessary machinery, tools, labor, and other means of construction; and to do all the work and to furnish all materials, except as otherwise noted, necessary to perform and complete the said contract in accordance with *the 2018 Standard Specifications for Roads and Structures* by the dates(s) specified in the Project Special Provisions and in accordance with the requirements of the Engineer, and at the unit or lump sum prices, as the case may be, for the various items given on the sheets contained herein.

The Bidder shall provide and furnish all the materials, machinery, implements, appliances and tools, and perform the work and required labor to construct and complete State Highway Contract No. 2021 – 3-MAN CREW in Davidson, Davie, Forsyth, Rowan and Stokes Counties, for the unit or lump sum prices, as the case may be, bid by the Bidder in his bid and according to the proposal, plans, and specifications prepared by said Department, which proposal, plans, and specifications show the details covering this project, and hereby become a part of this contract.

The published volume entitled *North Carolina Department of Transportation, Raleigh, Standard Specifications for Roads and Structures, January 2018* with all amendments and supplements thereto, is by reference incorporated into and made a part of this contract; that, except as herein modified, all the construction and work included in this contract is to be done in accordance with the specifications contained in said volume, and amendments and supplements thereto, under the direction of the Engineer.

If the proposal is accepted and the award is made, the contract is valid only when signed either by the Contract Officer or such other person as may be designated by the Secretary to sign for the Department of Transportation. The conditions and provisions herein cannot be changed except over the signature of the said Contract Officer or Division Engineer.

The quantities shown in the itemized proposal for the project are considered to be approximate only and are given as the basis for comparison of bids. The Department of Transportation may increase or decrease the quantity of any item or portion of the work as may be deemed necessary or expedient.

An increase or decrease in the quantity of an item will not be regarded as sufficient ground for an increase or decrease in the unit prices, nor in the time allowed for the completion of the work, except as provided for the contract.

**TABLE OF CONTENTS**

INSTRUCTIONS TO BIDDERS.....	5
<b>PROJECT SPECIAL PROVISIONS - GENERAL</b>	
GENERAL.....	7
SMALL BUSINESS ENTERPRISE PROGRAM.....	7
BOND REQUIREMENTS – No Bonds Required.....	8
CONTRACT TIME AND LIQUIDATED DAMAGES.....	8
CONTRACT PERIOD.....	8
NO MAJOR CONTRACT ITEMS.....	8
NO SPECIALTY ITEMS.....	8
SCHEDULE OF ESTIMATED COMPLETION PROGRESS.....	9
SMALL BUSINESS ENTERPRISE (MULTI-YEAR MAINTENANCE CONTRACTS).....	9
USE OF UNMANNED AIRCRAFT SYSTEM (UAS).....	9
EQUIPMENT IDLING GUIDELINES.....	10
SUBSURFACE INFORMATION.....	10
OUTSOURCING OUTSIDE THE USA.....	10
DEFAULT OF CONTRACT.....	11
WARRANTY-MATERIALS AND WORKMANSHIP.....	11
AUTHORITY OF ENGINEER.....	11
BANKRUPTCY.....	11
SUPERVISION BY CONTRACTOR.....	11
TEMPORARY SUSPENSION OF WORK.....	12
NON-EXCLUSIVE CONTRACT.....	12
PROSECUTION AND PROGRESS.....	12
PAYMENT AND RETAINAGE.....	12
CONTRACT BID QUANTITIES.....	13
MATERIALS AND TESTING.....	13
MAINTENANCE OF THE PROJECT.....	13
UTILITIES.....	13
MISCELLANEOUS.....	13
<b>PROJECT SPECIAL PROVISIONS – PURCHASE ORDER CONTRACT</b>	
MOBILIZATION.....	14
EMERGENCY CALL BACK MOBILIZATION.....	14
RAILROAD INSURANCE.....	14
CONCRETE 4" APRON.....	14
CURB RAMPS.....	15
CONCRETE SIDEWALKS, DRIVEWAYS (PRIVATE), 6" DRIVEWAYS.....	15
4" CONCRETE PAVED DITCH.....	15
MONOLITHIC CONCRETE ISLAND.....	15
METHOD FOR PLACEMENT OF APRONS.....	16
HIGH EARLY CONCRETE.....	16
REMOVAL AND DISPOSAL OF EXISTING CONCRETE “ONLY”.....	17
THREE (3) MAN SKILLED CREW.....	17

EXCAVATION, TRENCHING AND SHORING..... 17  
 SEEDING AND MULCHING..... 17

**STANDARD SPECIAL PROVISIONS**

AVAILABILITY OF FUNDS – TERMINATION OF CONTRACTS..... 18  
 ERRATA..... 19  
 PLANT AND PEST QUARANTINES..... 20  
 MINIMUM WAGES..... 21  
 TITLE VI AND NONDISCRIMINATION..... 22  
 ON-THE-JOB TRAINING..... 31

NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION..... Attached  
 FORM DBE-IS..... Attached  
 SUBSTITUTE FORM W9..... Attached  
 LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR..... Attached  
 SUBCONTRACTOR APPROVAL FORM (SAF)..... Attached  
 AWARD LIMITS..... Attached  
 ADDENDA..... Attached  
 EXECUTION OF CONTRACT ..... Attached  
**BID FORM**..... Attached

**INSTRUCTIONS TO BIDDERS****PLEASE READ ALL INSTRUCTIONS CAREFULLY  
BEFORE PREPARING AND SUBMITTING YOUR BID.**

All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement shall cause the bid to be considered irregular and shall be grounds for rejection of the bid. **NO BID BONDS REQUIRED.**

**TRADITIONAL PAPER BIDS:**

1. Download the entire proposal from the Connect NCDOT website and return the entire proposal with your bid.
2. All entries on the itemized proposal sheet (bid form) shall be written in ink or typed.
3. The Bidder shall submit a unit price for every item on the itemized proposal sheet. The unit prices for the various contract items shall be written in figures. Unit prices shall be rounded off by the Bidder to contain no more than TWO decimal places.
4. An amount bid shall be entered on the itemized proposal sheet for every item. The amount bid for each item shall be determined by multiplying each unit bid by the quantity for that item, and shall be written in figures in the "Amount" column of the form.
5. The total amount bid shall be written in figures in the proper place on the bid form. The total amount bid shall be determined by adding the amounts bid for each item.
6. Changes to any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink. Do not use correction fluid, correction tape or similar product to make corrections.
7. The bid shall be properly executed on the included **Execution of Bid – Non-collusion, Debarment and Gift Ban Certification** form. All bids shall show the following information:
  - a. Name of corporation, partnership, Limited Liability Company, joint venture, individual or firm, submitting bid.  
Corporations that have a corporate seal should include it on the bid.
  - b. Name of individual or representative submitting bid and position or title held on behalf of the bidder.
  - c. Name, signature, and position or title of witness.
8. The bid shall not contain any unauthorized additions, deletions, or conditional bids.
9. The Bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
10. **THE PROPOSAL WITH THE ITEMIZED PROPOSAL SHEET ATTACHED SHALL BE PLACED IN A SEALED ENVELOPE AND SHALL BE DELIVERED TO AND RECEIVED IN THE NCDOT DIVISION OFFICE, LOCATED AT 375 Silas Creek Parkway, BY 2:00 PM ON JUNE 9, 2021.**

**PAPER BIDS (UNLESS OTHERWISE SPECIFIED IN THE PROJECT SPECIAL PROVISIONS) FOR THE CONSTRUCTION OF THE FOLLOWING PROJECT WILL BE PUBLICLY READ AT DIVISION 9 LOCATED AT 375 SILAS CREEK PARKWAY, WINSTON-SALEM, NC AT 2:00 PM ON JUNE 9, 2021. NO PAPER BIDS WILL BE RECEIVED AFTER 2:00 PM.**

**Due to the ongoing COVID-19 event, the bid opening for June 9, 2021 will not be open to public attendance. If a bidder wishes they may attend the bid opening remotely, via conference call using the following phone number:**

**Conference Call Phone Number: 336-334-3150**

**11.** The sealed bid must display the following statement on the front of the sealed envelope:

**Name and Address of Company and:**

**“CONTRACT #2021– 3-MAN CREW TO BE DETERMINED ON AN AS NEEDED BASIS IN  
DAVIDSON, DAVIE, FORSYTH, ROWAN AND STOKES COUNTIES TO BE OPENED AT 2:00 PM  
ON JUNE 9, 2021.”**

**12.** If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

**N. C. DEPARTMENT OF TRANSPORTATION  
ATTN: Jeff Turner  
375 Silas Creek Parkway  
Winston Salem, NC 27127**

**PROJECT SPECIAL PROVISIONS****GENERAL****GENERAL:**

This contract is for the **INSTALLATION AND REPAIR OF CURB, CURB & GUTTER, CONCRETE ISLANDS, STEPS, CURB RAMPS, SIDEWALKS, DRIVEWAYS, CONCRETE PAVED DITCHES AND PROVIDING THREE (3) MAN SKILLED HOURLY CREW**

All work and materials shall be in accordance with the provisions of the General Guidelines of this contract, the Project Special Provisions, the North Carolina Department of Transportation Standard Specifications for Roads and Structures, January 2018, the North Carolina Department of Transportation Roadway Standards Drawing and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

The Contractor shall keep himself fully informed of all Federal, State and local laws, ordinances, and regulations, and shall comply with the provisions of Section 107 of the Standard Specifications.

**SMALL BUSINESS ENTERPRISE PROGRAM:**

Bids are being solicited for this project under the provisions of the NCDOT's Small Business Enterprise Program.

**Your firm does not have to be formally identified as a minority, woman or disabled business to qualify for this Program, but you must have had an annual gross income of \$1.5 million or less, exclusive of materials, for the previous calendar year.**

The maximum contract limit is set at \$500,000. If the total bid amount of the contract exceeds this amount, the bid will not be considered for award.

Under the provisions of this Program, a NC General Contractor's License is not required nor are Contract Payment and Contract Performance Bonds required. Bidders shall comply with all other applicable laws, including but not limited to, those regulating the practices of electrical, plumbing, heating and air conditioning and refrigeration contracting as contained in Chapter 87 of the General Statutes of North Carolina.

**Only contractors currently certified as a SBE Contractor by the Contractual Services Unit of NCDOT will be eligible to bid on this project.**

**Prospective bidders who qualify for the SBE Program and are not currently certified are requested to apply for certification immediately.**

**Additional information on the program may be obtained online at:**

<https://connect.ncdot.gov/business/Pages/default.aspx>

**BOND REQUIREMENTS – No Bonds Required**

(06-01-16)

SPD 01-420B

The provisions of Articles 102-10 and 103-7 of the 2018 Standard Specifications for Roads and Structures are waived for this project. No bonds required.

**CONTRACT TIME AND LIQUIDATED DAMAGES:**

(7-1-95) (Rev. 12-18-07)

108

SP1 G10 A

The date of availability for this contract is **August 1, 2021**.

The completion date for this contract is **July 31, 2022, with the option to extend for two (2) additional periods of one (1) year each for a maximum period of three (3) years total.**

**CONTRACT PERIOD:**

(2-19-14)

SPD 01-600

This contract shall be effective for one (1) contract period (12 months). At the option of the Department and upon agreement by the Contractor, this contract may be extended for up to two (2) additional one (1) year periods with a three percent (3%) increase in prices each year.

No changes in the terms, condition, etc. of this contract will be made when an extension of the contract is implemented. The Engineer will notify the Contractor in writing prior to renewal of the contract. The Contractor must notify the Engineer in writing within thirty (30) days of notification by the Engineer of his acceptance or rejection of this offer. Failure on the part of the Contractor to reply will be viewed as a rejection of the contract extension.

The Contractor shall provide an ACORD insurance certificate showing a minimum of \$5,000,000 Liability Insurance along with proof of all other legally required insurance.

The total cost of the contract shall not exceed Five Hundred Thousand Dollars (\$500,000.00) per year.

**NO MAJOR CONTRACT ITEMS:**

(2-19-02) (Rev. 8-21-07)

104

SP1 G31

None of the items included in this contract will be major items.

**NO SPECIALTY ITEMS:**

(7-1-95)

108-6

SP1 G34

None of the items included in this contract will be specialty items (see Article 108-6 of the *2018 Standard Specifications*).

**SCHEDULE OF ESTIMATED COMPLETION PROGRESS:**

(7-15-08) (Rev. 5-13-19)

108-2

SP1 G58

The Contractor's attention is directed to the Standard Special Provision entitled *Availability of Funds Termination of Contracts* included elsewhere in this proposal. The Department of Transportation's schedule of estimated completion progress for this project as required by that Standard Special Provision is as follows:

	<b><u>Fiscal Year</u></b>	<b><u>Progress (% of Dollar Value)</u></b>
2022	(7/01/21 - 6/30/22)	<b>100 % of Total Amount Bid</b>

The Contractor shall also furnish his own progress schedule in accordance with Article 108-2 of the *2018 Standard Specifications*. Any acceleration of the progress as shown by the Contractor's progress schedule over the progress as shown above shall be subject to the approval of the Engineer.

**SMALL BUSINESS ENTERPRISE (MULTI-YEAR MAINTENANCE CONTRACTS):**

(4-20-21)

SP1 G74

This contract is a multi-year maintenance contract let pursuant to the Small Business Enterprise provisions of N.C. General Statute §136-28.10. In accordance with N.C. General Statute §136-28.10, an award in a maintenance contract shall not exceed \$500,000 per year. This contract award is limited to \$500,000 per year. No payments in excess of this amount will be disbursed, in accordance with the Statute.

**USE OF UNMANNED AIRCRAFT SYSTEM (UAS):**

(8-20-19)

SP1 G092

The Contractor shall adhere to all Federal, State and Local regulations and guidelines for the use of Unmanned Aircraft Systems (UAS). This includes but is not limited to US 14 CFR Part 107 *Small UAS Rule*, NC GS 15A-300.2 *Regulation of launch and recovery sites*, NC GS 63-95 *Training required for the operation of unmanned aircraft systems*, NC GS 63-96 *Permit required for commercial operation of unmanned aircraft system*, and NCDOT UAS Policy. The required operator certifications include possessing a current Federal Aviation Administration (FAA) Remote Pilot Certificate, a NC UAS Operator Permit as well as operating a UAS registered with the FAA.

Prior to beginning operations, the Contractor shall complete the NCDOT UAS – Flight Operation Approval Form and submit it to the Engineer for approval. All UAS operations shall be approved by the Engineer prior to beginning the operations.

All contractors or subcontractors operating UAS shall have UAS specific general liability insurance to cover all operations under this contract.

The use of UAS is at the Contractor's discretion. No measurement or payment will be made for the use of UAS. In the event that the Department directs the Contractor to utilize UAS, payment will be in accordance with Article 104-7 Extra Work.

**EQUIPMENT IDLING GUIDELINES:**

(1-19-21)

107

SP1 G096

Exercise reduced fuel consumption and reduced equipment emissions during the construction of all work associated with this contract. Employees engaged in the construction of this project should turn off vehicles when stopped for more than thirty (30) minutes and off-highway equipment should idle no longer than fifteen (15) consecutive minutes.

These guidelines for turning off vehicles and equipment when idling do not apply to:

1. Idling when queuing.
2. Idling to verify the vehicle is in safe operating condition.
3. Idling for testing, servicing, repairing or diagnostic purposes.
4. Idling necessary to accomplish work for which the vehicle was designed (such as operating a crane, mixing concrete, etc.).
5. Idling required to bring the machine system to operating temperature.
6. Emergency vehicles, utility company, construction, and maintenance vehicles where the engines must run to perform needed work.
7. Idling to ensure safe operation of the vehicle.
8. Idling when the propulsion engine is providing auxiliary power for other than heating or air conditioning. (such as hydraulic systems for pavers)
9. When specific traffic, safety, or emergency situations arise.
10. If the ambient temperature is less than 32 degrees Fahrenheit. Limited idling to provide for the safety of vehicle occupants (e.g. to run the heater).
11. If the ambient temperature is greater than 90 degrees Fahrenheit. Limited idling to provide for the safety of vehicle occupants of off-highway equipment (e.g. to run the air conditioning) no more than 30 minutes.
12. Diesel powered vehicles may idle for up to 30 minutes to minimize restart problems.

Any vehicle, truck, or equipment in which the primary source of fuel is natural gas or electricity is exempt from the idling limitations set forth in this special provision.

**SUBSURFACE INFORMATION:**

(7-1-95)

450

SP1 G112 A

There is **no** subsurface information available on this project. The Contractor shall make his own investigation of subsurface conditions.

**OUTSOURCING OUTSIDE THE USA:**

(9-21-04) (Rev. 5-16-06)

SP1 G150

All work on consultant contracts, services contracts, and construction contracts shall be performed in the United States of America. No work shall be outsourced outside of the United States of America.

*Outsourcing* for the purpose of this provision is defined as the practice of subcontracting labor, work, services, staffing, or personnel to entities located outside of the United States.

The North Carolina Secretary of Transportation shall approve exceptions to this provision in writing.

**DEFAULT OF CONTRACT:**

The Department of Transportation shall have the right to declare a default of contract for breach by the Contractor of any material term or condition of the contract. Default of contract shall be in accordance with the terms, conditions, and procedures of Article 108-9 of the Standard Specifications.

**WARRANTY – MATERIALS AND WORKMANSHIP:**

All materials and workmanship to be warranted for a period of one year from the date of installation.

**AUTHORITY OF THE ENGINEER:**

(01-30-14)

105-1

SPD 01-460

The Engineer for this project shall be the Division Engineer, Division 9, Division of Highways, North Carolina Department of Transportation, acting directly or through his duly authorized representative.

The Engineer will decide all questions which may arise as to the quality and acceptability of work performed and as to the rate of progress of the work; all questions which may arise as to the interpretation of the contract; and all questions as to the acceptable fulfillment of the contract on the part of the Contractor. His decision shall be final and he shall have executive authority to enforce and make effective such decisions and orders as the Contractor fails to carry out promptly.

**BANKRUPTCY:**

The Department of Transportation, at its option, may terminate the contract upon filing by the Contractor of any petition for protection under the provisions of the Federal Bankruptcy Act.

**SUPERVISION BY CONTRACTOR:**

At all times during the life of the project the Contractor shall provide one permanent employee who shall have the authority and capability for overall responsibility of the project and who shall be personally available at the work site within 24 hour notice. Such employee shall be fully authorized to conduct all business with the subcontractors, to negotiate and execute all supplemental agreements, and to execute the orders or directions of the Engineer.

At all times that work is actually being performed, the Contractor shall have present on the project one competent individual who is authorized to act in a supervisory capacity over all work on the project, including work subcontracted. The individual who has been so authorized shall be experienced in the type of work being performed and shall be fully capable of managing, directing, and coordinating the work; of reading and thoroughly understanding the contract; and

receiving and carrying out directions from the Engineer or his authorized representatives. He shall be an employee of the Contractor unless otherwise approved by the Engineer.

The Contractor may, at his option, designate one employee to meet the requirements of both positions. However, whenever the designated employee is absent from the work site, an authorized individual qualified to act in a supervisory capacity on the project shall be present.

#### **TEMPORARY SUSPENSION OF WORK:**

In accordance with Article 108-7 of the Standard Specifications, the Engineer will have the authority to suspend the work wholly or in part, any written order for such periods as he may deem necessary for any of the following reasons.

1. Conditions considered unfavorable for the suitable prosecution of the work, or
2. The Contractor's failure for correct conditions unsafe for workmen or the general public,  
or
3. The Contractor has not carried out orders given to him by the Engineer, or
4. The Contractor's failure to perform any provisions of the contract.

#### **NON-EXCLUSIVE CONTRACT:**

The contractor agrees and understands by signature of this contract that this agreement does not constitute an exclusive contract. The Department of Transportation reserves the right to employ as many Contractors as necessary to effectively and efficiently fulfill the need for installation and repair of curb, curb & gutter, concrete islands, curb ramps, sidewalks, driveways, concrete paved ditches and providing three (3) man skilled hourly crew at various locations.

#### **PROSECUTION AND PROGRESS:**

(3-16-10)

108

SPD 1-700

The Contractor shall pursue the work diligently with workmen in sufficient numbers, abilities, and supervision, and with equipment, materials, and methods as may be required to complete the work described in the contract by the completion date and in accordance with the *2018 Standard Specifications*.

The Contractor's operations are restricted to daylight hours. No work may be performed on Sundays and legal State holidays, unless otherwise approved by the Engineer. Work shall only be performed when weather and visibility conditions allow safe operations.

#### **PAYMENT AND RETAINAGE:**

The Contractor may submit a request for partial payment on a monthly basis, or other interval as approved by the Engineer. Compensation for all pay items shall be in accordance with the Standard Specifications. The amount of partial payments will be based on the work accomplished and accepted as the last day of the approved pay period. The invoices will show the requisition number and purchase order number and should state "Terms Net Ten (10) Days".

**CONTRACT BID QUANTITIES:**

Contractor shall note that the contract quantities are used for figuring the lowest responsible bidder only. No minimum amount of work is guaranteed under this contract.

**MATERIALS AND TESTING**

The Engineer reserves the right to perform all sampling and testing in accordance with Section 106 of the Standard Specifications and the Department's "Materials and Test Manual". However, the Engineer may reduce the frequency of sampling and testing where he deems it appropriate for the project under construction.

The Contractor shall furnish the applicable certifications and documentation for all materials as required by the Standard Specifications. Material that is not properly certified will not be accepted.

**MAINTENANCE OF THE PROJECT**

The Contractor shall be responsible for maintaining the project as directed by Section 104-10 in the Standard Specifications for Roads and Structures, dated Jan. 2018.

**UTILITIES**

The Contractor's attention is directed to the fact that underground and overhead utilities exist. In many cases these will not be adjusted or relocated. The Contractor shall adhere to all applicable regulations and follow accepted safety procedures when working in the vicinity of utilities in order to insure the safety of construction personnel and the public. The Contractor should consider the need to work around utilities when submitting a bid.

The Contractor will be required to operate in a manner to protect these utilities from damage and if any damages occur, then it is the Contractor's responsibility for the cost. Therefore the Contractor shall be responsible for determining utility locations prior to installation as needed.

No additional payment will be allowed for working around or protecting utilities.

**MISCELLANEOUS**

All work items necessary to complete the work other than listed on the "Bid Proposal Form" will be considered incidental in nature and no further compensation will be made. Any work performed in an unsatisfactory manner could be basis for cancellation of the contract.

All work performed by the Contractor shall be in compliance with the Standard Specifications and Workmanship/Appearance done to the satisfaction of the Engineer.

**PROJECT SPECIAL PROVISIONS**  
**PURCHASE ORDER CONTRACT**

**MOBILIZATION**

New installation and repair of curb, curb & gutter, expressway gutter, concrete islands, steps, wheelchair ramps, sidewalks, driveways, masonry drainage structures, concrete paved ditches and three (3) man skilled hourly crew at various locations in the county will be designated by the Engineer. The amount of concrete work will be a minimum of \$350.00 before the Contractor will be notified of coming into the county.

The Contractor will be notified of all concrete work and repairs by the Engineer and shall begin work within **10 calendar days** after notification or as determined by the Engineer. Failure to respond within the designated time frame or as approved by the Engineer may result in cancellation of this contract.

If the amount of the concrete work falls below the **minimum of \$350.00** for the amount of repairs or installation then the Contractor will be paid a mobilization cost, per “each, EA”.

**EMERGENCY CALL BACK MOBILIZATION**

A separate bid item will be used for emergency call back mobilization for concrete installation and/or damaged masonry drainage structures or miscellaneous masonry work needing immediate repairs or installation throughout the county. The Contractor shall include a cost for mobilizing into the county on an emergency basis. Under this item the contractor shall respond, after first initially begin contacted, to the required section and/or damaged concrete sections designated by the Engineer within 2 calendar days. Failure to respond within the time frame may result in nonpayment of this item as emergency installation or repair. Emergency installation or concrete repair will have the same minimum limits as stated previously in this proposal and the Contractor shall consider this when submitting the bid for “Emergency Call Back Mobilization”, bid unit price per “each, EA”.

**RAILROAD INSURANCE**

The Contractor shall take note that some work for this contract may take place in railroad right-of-way. The railroad company may require insurance to work inside that ROW. The Contractor will be compensated through a supplemental agreement should this take place. If the contractor cannot obtain the insurance within 20 days the contract may be terminated.

**CONCRETE 4” APRON**

The Contractor shall construct the concrete aprons for catch basins and drop inlets as directed by the Engineer and in accordance with the Standard Specifications. The price and payment will include the cost associated with excavation, compaction, disposal, placement and backfilling with approved suitable material to match the existing topography to the satisfaction of the Engineer.

Payment for Concrete 4" Apron will be paid for separately from masonry drainage structures and be paid for per "square yard, SY" in place and accepted.

### **CURB RAMPS**

Curb ramps shall be installed in accordance with the American Disabilities Act (ADA) and the current *NCDOT Roadway Standard* (848).

Bid price for curb ramp (curb & gutter /ramp) will include drop curb & gutter plus curb ramps and all necessary incidentals for furnishing and installing the curb ramp as approved by the Engineer.

A separate bid item will cover curb ramp (curb & gutter with curb drop and No Ramp) per "each, EA".

A separate bid item will cover curb ramp (curb & gutter drop With Ramp) only, per "each, EA". This bid item shall include NCDOT approved, **ADA Detectable Warning Domes**.

Payment will be made under curb ramps as stated per "each, EA" completed and accepted.

### **CONCRETE SIDEWALKS, DRIVEWAYS (PRIVATE), 6" DRIVEWAYS**

The work covered by this section consists of the construction of Portland cement concrete sidewalks and driveways in accordance with the requirements shown on the provisions of Section 848 of the *Standard Specifications*.

Payment will be made under separate bid items for 4" concrete sidewalk per "square yard, SY"; concrete driveways (private) per "cubic yard, CY" and 6" concrete driveway per "square yard, SY" completed and accepted.

### **4" CONCRETE PAVED DITCH**

The work covered by this section consists of the construction of Portland cement concrete paved ditches in accordance with the requirements of Section 850 in the *Standard Specifications* and *Roadway Standard Drawings*.

Payment will be made for 4" concrete paved ditch per "square yard, SY" completed and accepted.

### **MONOLITHIC CONCRETE ISLAND**

The Contractor shall construct a 5" or 6" monolithic concrete island in accordance with Section 852 of the *Standard Specifications*, *Roadway Standard Drawings*. Class B concrete of a currently approved North Carolina Department of Transportation mix design shall be used. Concrete shall be given a sidewalk finish with brooming done transverse to the direction of traffic.

The island shall be anchored to the existing pavement surface with 40d spikes driven into the surface and staggered on 2-foot centers. The Contractor shall place 1/2" expansion joints at 30 foot

intervals joints 1 inch deep at 10 foot intervals between the expansion joints. The top ½” of expansion joints and the full depth of grooved joints shall be filled and sealed with a North Carolina Department of Transportation approved joint sealer and surface sealer uniformly with an approved concrete sealant.

The Contractor shall form openings in the island as directed by the Engineer to accommodate sign posts. All concrete shall be formed and placed in accordance with Section 420 of the Standard Specification. No concrete shall be placed until the forms and concrete have been approved by the Engineer or his representative. The temperature of the concrete shall not be less than 50 degrees Fahrenheit at the time of placement. The air temperature measured at the job site, in the shade, away from artificial heat shall be a minimum of 35 degrees Fahrenheit before placement will be permitted. The Contractor shall cure the concrete in accordance with Section 420-15 of the Standard Specifications.

Payment will be made for monolithic concrete island per “square yard, SY” completed and accepted.

#### **METHOD FOR PLACEMENT OF APRONS**

The Contractor shall construct 6” masonry concrete aprons for drop inlets in accordance with the Standard drawings. All work to complete the concrete aprons will be considered incidental and shall be included in the bid unit cost for that item.

Payment will be made for concrete aprons for drop inlets per “square yard, SY” completed and accepted.

#### **HIGH EARLY CONCRETE**

The Contractor shall consider a separate unit bid price for substituting high early concrete mix when requested by the Engineer. Price and payment for the high early mix will be paid under the bid unit price for high early concrete for driveways, islands, sidewalks, etc. per “square yard, SY” and high early concrete for sub, curb & gutter, 4’ expressway gutter per “linear feet, LF”.

The Contractor should bid only the cost difference between using high early concrete as opposed to Class B; not the price for the high early concrete itself. EXAMPLE: If the cost of 2’ x 6” Curb & Gutter is \$1.50 more per linear foot (LF) for high early concrete than standard class B concrete; then your bid should be \$1.50. This price should include all incidentals and labor associated with the work.

Example: Standard 30” C & G = \$16.00 installed, High Early C & G costs \$18.00 installed, you bid should be \$16.00 for 30” C & G (lf) and \$2.00 for High Early C & G (lf).

**REMOVAL AND DISPOSAL OF EXISTING CONCRETE “ONLY”**

The Contractor shall remove existing curb, curb & gutter, monolithic islands and masonry drainage structures and dispose of in accordance with Section 802 of the Standard Specifications. The Contractor under this proposal will be paid under separate bid unit items contained in this contractor for Removal and Disposal of curb, curb & gutter per “linear foot, LF”; Removal and Disposal of 6” driveways, 4” sidewalks, 5” or 6” monolithic island per “square yard, SY” and Removal and Disposal of masonry drainage structures per “linear foot, LF”.

All work performed under this section will be completed and accepted to the satisfaction of the Engineer.

**THREE MAN SKILLED CREW**

The per hour price will include the cost of a three (3) man crew, who possess the necessary skills to complete the task assigned in a timely and professional manner and in accordance with North Carolina Department of Transportation Standards and Specifications. The per hour unit price will include the cost of providing suitable transportation for the crew to, from and between job sites and will also include the cost of furnishing the small hand tools and incidentals needed to complete the work in a satisfactory manner.

The Department of Transportation will provide and deliver the joint materials, forming materials and transit mixed concrete necessary for each job site and will do the necessary rough grading, placing of any base materials and fine grading which requires more than small hand tools to complete for this item.

**EXCAVATION, TRENCHING AND SHORING**

The work covered by this special provision will consist of all excavation, trenching and shoring for this project. The Contractor shall be required to perform any safety measures as set forth in the current OSHA Regulations (Standard 29 CFR) Specific Excavation Requirements for Excavation, Trenching and Shoring. No additional compensation for excavation, trenching and shoring shall be made as the work will be included in several bid items.

Web link: [https://www.osha.gov/sites/default/files/publications/trench\\_excavation\\_fs.pdf](https://www.osha.gov/sites/default/files/publications/trench_excavation_fs.pdf).

**SEEDING AND MULCHING**

State Forces will do seeding and mulching.

**STANDARD SPECIAL PROVISION**  
**AVAILABILITY OF FUNDS – TERMINATION OF CONTRACTS**

(5-20-08)

Z-2

*General Statute 143C-6-11. (h) Highway Appropriation* is hereby incorporated verbatim in this contract as follows:

(h) Amounts Encumbered. – Transportation project appropriations may be encumbered in the amount of allotments made to the Department of Transportation by the Director for the estimated payments for transportation project contract work to be performed in the appropriation fiscal year. The allotments shall be multiyear allotments and shall be based on estimated revenues and shall be subject to the maximum contract authority contained in *General Statute 143C-6-11(c)*. Payment for transportation project work performed pursuant to contract in any fiscal year other than the current fiscal year is subject to appropriations by the General Assembly. Transportation project contracts shall contain a schedule of estimated completion progress, and any acceleration of this progress shall be subject to the approval of the Department of Transportation provided funds are available. The State reserves the right to terminate or suspend any transportation project contract, and any transportation project contract shall be so terminated or suspended if funds will not be available for payment of the work to be performed during that fiscal year pursuant to the contract. In the event of termination of any contract, the contractor shall be given a written notice of termination at least 60 days before completion of scheduled work for which funds are available. In the event of termination, the contractor shall be paid for the work already performed in accordance with the contract specifications.

Payment will be made on any contract terminated pursuant to the special provision in accordance with Subarticle 108-13(D) of the *2018 Standard Specifications*.

**STANDARD SPECIAL PROVISION****ERRATA**

(10-16-18) (Rev.2-16-21)

Z-4

Revise the *2018 Standard Specifications* as follows:

**Division 6**

**Page 6-7, Article 609-1 DESCRIPTION, line 29**, replace article number “609-10” with “609-9”.

**Division 7**

**Page 7-27, Article 725-1 MEASUREMENT AND PAYMENT, line 4**, replace article number “725-1” with “724-4”.

**Page 7-28, Article 725-1 MEASUREMENT AND PAYMENT, line 10**, replace article number “725-1” with “725-3”.

**Division 10**

**Page 10-78, Article 1056-4 GEOTEXTILES, TABLE 1056-1, Permittivity, Type 2**, replace “Table 6<sup>D</sup>” with “Table 7<sup>D</sup>” and **Permittivity, Type 3<sup>B</sup>**, replace “Table 7<sup>D</sup>” with “Table 8<sup>D</sup>”.

**Page 10-121, Article 1076-7, REPAIR OF GALVANIZING, line 8**, replace article number “1080-9” with “1080-7”.

**Page 10-162, Article 1080-50 PAINT FOR VERTICAL MARKERS, line 1**, replace article number “1080-50” with “1080-10”.

**Page 10-162, Article 1080-61 EPOXY RESIN FOR REINFORCING STEEL, line 5**, replace article number “1080-61” with “1080-11”.

**Page 10-162, Article 1080-72 ABRASIVE MATERIALS FOR BLAST CLEANING STEEL, line 22**, replace article number “1080-72” with “1080-12”.

**Page 10-163, Article 1080-83 FIELD PERFORMANCE AND SERVICES, line 25**, replace article number “1080-83” with “1080-13”.

**Division 17**

**Page 17-15, Article 1715-4 MEASUREMENT AND PAYMENT, lines 42-44**, replace the second sentence with the following:

An example is an installation of a single 1.25 inch HDPE conduit would be paid as:

Directional Drill (1)(1.25”) Linear Foot

**STANDARD SPECIAL PROVISION****PLANT AND PEST QUARANTINES****(Imported Fire Ant, Gypsy Moth, Witchweed, Emerald Ash Borer, Guava Root Knot Nematode, And Other Noxious Weeds)**

(3-18-03) (Rev. 5-21-19)

Z-04a

**Within Quarantined Area**

This project may be within a county regulated for plant and/or pests. If the project or any part of the Contractor's operations is located within a quarantined area, thoroughly clean all equipment prior to moving out of the quarantined area. Comply with federal/state regulations by obtaining a certificate or limited permit for any regulated article moving from the quarantined area.

**Originating in a Quarantined County**

Obtain a certificate or limited permit issued by the N.C. Department of Agriculture/United States Department of Agriculture. Have the certificate or limited permit accompany the article when it arrives at the project site.

**Contact**

Contact the N.C. Department of Agriculture/United States Department of Agriculture at 1-800-206-9333, 919-707-3730, or <https://www.ncagr.gov/plantindustry/Plant/quaran/table2.htm> to determine those specific project sites located in the quarantined area or for any regulated article used on this project originating in a quarantined county.

**Regulated Articles Include**

1. Soil, sand, gravel, compost, peat, humus, muck, and decomposed manure, separately or with other articles. This includes movement of articles listed above that may be associated with cut/waste, ditch pulling, and shoulder cutting.
2. Plants with roots including grass sod.
3. Plant crowns and roots.
4. Bulbs, corms, rhizomes, and tubers of ornamental plants.
5. Hay, straw, fodder, and plant litter of any kind.
6. Clearing and grubbing debris.
7. Used agricultural cultivating and harvesting equipment.
8. Used earth-moving equipment.
9. Any other products, articles, or means of conveyance, of any character, if determined by an inspector to present a hazard of spreading imported fire ant, gypsy moth, witchweed, emerald ash borer, guava root knot nematode, or other noxious weeds.

**STANDARD SPECIAL PROVISION**

**MINIMUM WAGES**

(7-21-09)

Z-5

**FEDERAL:** The Fair Labor Standards Act provides that with certain exceptions every employer shall pay wages at the rate of not less than SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

**STATE:** The North Carolina Minimum Wage Act provides that every employer shall pay to each of his employees, wages at a rate of not less than SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all skilled labor employed on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all intermediate labor employed on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all unskilled labor on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

This determination of the intent of the application of this act to the contract on this project is the responsibility of the Contractor.

The Contractor shall have no claim against the Department of Transportation for any changes in the minimum wage laws, Federal or State. It is the responsibility of the Contractor to keep fully informed of all Federal and State Laws affecting his contract.

**STANDARD SPECIAL PROVISION****TITLE VI AND NONDISCRIMINATION:**

(6-28-77)(Rev 6/19/2018)

Z-6

Revise the *2018 Standard Specifications* as follows:

Replace Article 103-4(B) with the following:

The North Carolina Department of Transportation is committed to carrying out the U.S. Department of Transportation's policy of ensuring nondiscrimination in the award and administration of contracts.

The provisions of this section related to United States Department of Transportation (US DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) part 21, 23 United States Code (U.S.C.) 140 and 23 CFR part 200 (or 49 CFR 303, 49 U.S.C. 5332 or 49 U.S.C. 47123) are applicable to all North Carolina Department of Transportation (NCDOT) contracts and to all related subcontracts, material supply, engineering, architectural and other service contracts, regardless of dollar amount. Any Federal provision that is specifically required not specifically set forth is hereby incorporated by reference.

(1) **Title VI Assurances (USDOT Order 1050.2A, Appendix A)**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(a) **Compliance with Regulations**

The contractor (hereinafter includes consultants) shall comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(b) **Nondiscrimination**

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(c) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment**

In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(d) **Information and Reports**

The contractor shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and shall permit access to its books,

records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor shall so certify to the Recipient or the FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance:

In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it and/or the FHWA may determine to be appropriate, including, but not limited to:

- (i) Withholding payments to the contractor under the contract until the contractor complies; and/or
- (ii) Cancelling, terminating, or suspending a contract, in whole or in part.

(f) Incorporation of Provisions

The contractor shall include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor shall take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

(2) **Title VI Nondiscrimination Program (23 CFR 200.5(p))**

The North Carolina Department of Transportation (NCDOT) has assured the USDOT that, as a condition to receiving federal financial assistance, NCDOT will comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by Title 49 CFR part 21 and related nondiscrimination authorities to ensure that no person shall, on the ground of race, color, national origin, limited English proficiency, sex, age, or disability (including religion/creed or income-level, where applicable), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs, activities, or services conducted or funded by NCDOT. Contractors and other organizations under contract or agreement with NCDOT must also comply with Title VI and related authorities, therefore:

(a) During the performance of this contract or agreement, contractors (e.g., subcontractors, consultants, vendors, prime contractors) are responsible for complying with NCDOT's Title VI Program. Contractors are not required to prepare or submit Title VI Programs. To comply with this section, the prime contractor shall:

1. Post NCDOT's Notice of Nondiscrimination and the Contractor's own Equal Employment Opportunity (EEO) Policy in conspicuous locations accessible to all employees, applicants and subcontractors on the jobsite.
2. Physically incorporate the required Title VI clauses into all subcontracts on federally-assisted and state-funded NCDOT projects, and ensure inclusion by subcontractors into all lower-tier subcontracts.

3. Required Solicitation Language. The Contractor shall include the following notification in all solicitations for bids and requests for work or material, regardless of funding source:

“The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. In accordance with other related nondiscrimination authorities, bidders and contractors will also not be discriminated against on the grounds of sex, age, disability, low-income level, creed/religion, or limited English proficiency in consideration for an award.”
  4. Physically incorporate the FHWA-1273, in its entirety, into all subcontracts and subsequent lower tier subcontracts on Federal-aid highway construction contracts only.
  5. Provide language assistance services (i.e., written translation and oral interpretation), free of charge, to LEP employees and applicants. Contact NCDOT OCR for further assistance, if needed.
  6. For assistance with these Title VI requirements, contact the NCDOT Title VI Nondiscrimination Program at 1-800-522-0453.
- (b) Subrecipients (e.g. cities, counties, LGAs, planning organizations) may be required to prepare and submit a Title VI Plan to NCDOT, including Title VI Assurances and/or agreements. Subrecipients must also ensure compliance by their contractors and subrecipients with Title VI. (23 CFR 200.9(b)(7))
- (c) If reviewed or investigated by NCDOT, the contractor or subrecipient agrees to take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless additional time is granted by NCDOT. (23 CFR 200.9(b)(15))
- (d) The Contractor is responsible for notifying subcontractors of NCDOT’s External Discrimination Complaints Process.
1. Applicability  
Title VI and related laws protect participants and beneficiaries (e.g., members of the public and contractors) from discrimination by NCDOT employees, subrecipients and contractors, regardless of funding source.
  2. Eligibility  
Any person—or class of persons—who believes he/she has been subjected to discrimination based on race, color, national origin, Limited English Proficiency (LEP), sex, age, or disability (and religion in the context of employment, aviation, or transit) may file a written complaint. The law also prohibits intimidation or retaliation of any sort.
  3. Time Limits and Filing Options  
Complaints may be filed by the affected individual(s) or a representative and must be filed no later than 180 calendar days after the following:
    - (i) The date of the alleged act of discrimination; or

- (ii) The date when the person(s) became aware of the alleged discrimination; or
- (iii) Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Title VI and related discrimination complaints may be submitted to the following entities:

- North Carolina Department of Transportation, Office of Civil Rights, Title VI Program, 1511 Mail Service Center, Raleigh, NC 27699-1511; toll free 1-800-522-0453
- Federal Highway Administration, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
- US Department of Transportation, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070

4. Format for Complaints

Complaints must be in writing and signed by the complainant(s) or a representative, and include the complainant’s name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.

5. Discrimination Complaint Form

Contact NCDOT Civil Rights to receive a full copy of the Discrimination Complaint Form and procedures.

6. Complaint Basis

Allegations must be based on issues involving race, color, national origin (LEP), sex, age, disability, or religion (in the context of employment, aviation or transit). “Basis” refers to the complainant’s membership in a protected group category.

**TABLE 103-1  
COMPLAINT BASIS**

Protected Categories	Definition	Examples	Applicable Nondiscrimination Authorities
Race and Ethnicity	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200; 49 U.S.C. 5332(b); 49 U.S.C. 47123. <i>(Executive Order 13166)</i>
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin <i>(Limited English Proficiency)</i>	Place of birth. Citizenship is not a factor. <i>(Discrimination based on language or a person’s accent is also covered)</i>	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender. The sex of an individual.	Women and Men	1973 Federal-Aid Highway Act; 49 U.S.C. 5332(b);

	<i>Note:</i> Sex under this program does not include sexual orientation.		49 U.S.C. 47123.
Age	Persons of any age	21-year-old person	Age Discrimination Act of 1975 49 U.S.C. 5332(b); 49 U.S.C. 47123.
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990
Religion (in the context of employment) <i>(Religion/ Creed in all aspects of any aviation or transit-related construction)</i>	An individual belonging to a religious group; or the perception, based on distinguishable characteristics that a person is a member of a religious group. In practice, actions taken as a result of the moral and ethical beliefs as to what is right and wrong, which are sincerely held with the strength of traditional religious views. <i>Note:</i> Does not have to be associated with a recognized religious group or church; if an individual sincerely holds to the belief, it is a protected religious practice.	Muslim, Christian, Sikh, Hindu, etc.	Title VII of the Civil Rights Act of 1964; 23 CFR 230; FHWA-1273 Required Contract Provisions. <i>(49 U.S.C. 5332(b); 49 U.S.C. 47123)</i>

**(3) Pertinent Nondiscrimination Authorities**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- (b) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- (c) Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- (d) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR Part 27;
- (e) The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- (f) Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- (g) The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- (h) Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
  - (i) The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - (j) Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - (k) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
  - (l) Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
  - (m) Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq., Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, religion, sex, or national origin).
- (4) **Additional Title VI Assurances**

*\*\*The following Title VI Assurances (Appendices B, C and D) shall apply, as applicable*

- (a) Clauses for Deeds Transferring United States Property (1050.2A, Appendix B)  
The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4.

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the North Carolina Department of Transportation (NCDOT) will accept title to the lands and maintain the project constructed thereon in accordance with the North Carolina General Assembly, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the NCDOT all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the North Carolina Department of Transportation (NCDOT) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the NCDOT, its successors and assigns.

The NCDOT, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the NCDOT will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

(b) Clauses for Transfer of Real Property Acquired or Improved Under the Activity, Facility, or Program (1050.2A, Appendix C)

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the North Carolina Department of Transportation (NCDOT) pursuant to the provisions of Assurance 7(a):

1. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

- (i.) In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
2. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the NCDOT will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. \*
  3. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the NCDOT will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the NCDOT and its assigns. \*  
(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)
- (c) Clauses for Construction/Use/Access to Real Property Acquired Under the Activity, Facility or Program (1050.2A, Appendix D)
- The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by the North Carolina Department of Transportation (NCDOT) pursuant to the provisions of Assurance 7(b):
1. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
  2. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the NCDOT will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued. \*

3. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the NCDOT will there upon revert to and vest in and become the absolute property of the NCDOT and its assigns. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**STANDARD SPECIAL PROVISION****ON-THE-JOB TRAINING**

(10-16-07) (Rev. 4-21-15)

Z-10

**Description**

The North Carolina Department of Transportation will administer a custom version of the Federal On-the-Job Training (OJT) Program, commonly referred to as the Alternate OJT Program. All contractors (existing and newcomers) will be automatically placed in the Alternate Program. Standard OJT requirements typically associated with individual projects will no longer be applied at the project level. Instead, these requirements will be applicable on an annual basis for each contractor administered by the OJT Program Manager.

On the Job Training shall meet the requirements of 23 CFR 230.107 (b), 23 USC – Section 140, this provision and the On-the-Job Training Program Manual.

The Alternate OJT Program will allow a contractor to train employees on Federal, State and privately funded projects located in North Carolina. However, priority shall be given to training employees on NCDOT Federal-Aid funded projects.

**Minorities and Women**

Developing, training and upgrading of minorities and women toward journeyman level status is a primary objective of this special training provision. Accordingly, the Contractor shall make every effort to enroll minority and women as trainees to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.

**Assigning Training Goals**

The Department, through the OJT Program Manager, will assign training goals for a calendar year based on the contractors' past three years' activity and the contractors' anticipated upcoming year's activity with the Department. At the beginning of each year, all contractors eligible will be contacted by the Department to determine the number of trainees that will be assigned for the upcoming calendar year. At that time the Contractor shall enter into an agreement with the Department to provide a self-imposed on-the-job training program for the calendar year. This agreement will include a specific number of annual training goals agreed to by both parties. The number of training assignments may range from 1 to 15 per contractor per calendar year. The Contractor shall sign an agreement to fulfill their annual goal for the year.\

### Training Classifications

The Contractor shall provide on-the-job training aimed at developing full journeyman level workers in the construction craft/operator positions. Preference shall be given to providing training in the following skilled work classifications:

Equipment Operators	Office Engineers
Truck Drivers	Estimators
Carpenters	Iron / Reinforcing Steel Workers
Concrete Finishers	Mechanics
Pipe Layers	Welders

The Department has established common training classifications and their respective training requirements that may be used by the contractors. However, the classifications established are not all-inclusive. Where the training is oriented toward construction applications, training will be allowed in lower-level management positions such as office engineers and estimators. Contractors shall submit new classifications for specific job functions that their employees are performing. The Department will review and recommend for acceptance to FHWA the new classifications proposed by contractors, if applicable. New classifications shall meet the following requirements:

Proposed training classifications are reasonable and realistic based on the job skill classification needs, and

The number of training hours specified in the training classification is consistent with common practices and provides enough time for the trainee to obtain journeyman level status.

The Contractor may allow trainees to be trained by a subcontractor provided that the Contractor retains primary responsibility for meeting the training and this provision is made applicable to the subcontract. However, only the Contractor will receive credit towards the annual goal for the trainee.

Where feasible, 25 percent of apprentices or trainees in each occupation shall be in their first year of apprenticeship or training. The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment.

No employee shall be employed as a trainee in any classification in which they have successfully completed a training course leading to journeyman level status or in which they have been employed as a journeyman.

**Records and Reports**

The Contractor shall maintain enrollment, monthly and completion reports documenting company compliance under these contract documents. These documents and any other information as requested shall be submitted to the OJT Program Manager.

Upon completion and graduation of the program, the Contractor shall provide each trainee with a certification Certificate showing the type and length of training satisfactorily completed.

**Trainee Interviews**

All trainees enrolled in the program will receive an initial and Trainee/Post graduate interview conducted by the OJT program staff.

**Trainee Wages**

Contractors shall compensate trainees on a graduating pay scale based upon a percentage of the prevailing minimum journeyman wages (Davis-Bacon Act). Minimum pay shall be as follows:

60 percent	of the journeyman wage for the first half of the training period
75 percent	of the journeyman wage for the third quarter of the training period
90 percent	of the journeyman wage for the last quarter of the training period

In no instance shall a trainee be paid less than the local minimum wage. The Contractor shall adhere to the minimum hourly wage rate that will satisfy both the NC Department of Labor (NCDOL) and the Department.

**Achieving or Failing to Meet Training Goals**

The Contractor will be credited for each trainee employed by him on the contract work who is currently enrolled or becomes enrolled in an approved program and who receives training for at least 50 percent of the specific program requirement. Trainees will be allowed to be transferred between projects if required by the Contractor's scheduled workload to meet training goals.

If a contractor fails to attain their training assignments for the calendar year, they may be taken off the NCDOT's Bidders List.

**Measurement and Payment**

No compensation will be made for providing required training in accordance with these contract documents.

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**CORPORATION**

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

\_\_\_\_\_ Full name of Corporation

\_\_\_\_\_ Address as Prequalified

Attest \_\_\_\_\_ By \_\_\_\_\_  
Secretary/Assistant Secretary President/Vice President/Assistant Vice President  
*Select appropriate title* *Select appropriate title*

\_\_\_\_\_ Print or type Signer's name

\_\_\_\_\_ Print or type Signer's name

Date of Execution \_\_\_\_\_

**CORPORATE SEAL**



**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**LIMITED LIABILITY COMPANY**

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

\_\_\_\_\_

Full Name of Firm

\_\_\_\_\_

Address as Prequalified

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Member/Manager/Authorized Agent  
*Select appropriate title*

\_\_\_\_\_  
Print or type Signer's name

\_\_\_\_\_  
Print or type Signer's Name

Date of Execution \_\_\_\_\_

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**JOINT VENTURE (2) or (3)**

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

Instructions: **2 Joint Venturers** Fill in lines (1), (2) and (3) and execute. **3 Joint Venturers** Fill in lines (1), (2), (3) and (4) and execute. On Line (1), fill in the name of the Joint Venture Company. On Line (2), fill in the name of one of the joint venturers and execute below in the appropriate manner. On Line (3), print or type the name of the other joint venturer and execute below in the appropriate manner. On Line (4), fill in the name of the third joint venturer, if applicable and execute below in the appropriate manner.

(1) \_\_\_\_\_  
 Name of Joint Venture

(2) \_\_\_\_\_  
 Name of Contractor

\_\_\_\_\_  
 Address as Prequalified

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

*If Corporation, affix Corporate Seal* and

(3) \_\_\_\_\_  
 Name of Contractor

\_\_\_\_\_  
 Address as Prequalified

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

*If Corporation, affix Corporate Seal* and

(4) \_\_\_\_\_  
 Name of Contractor (for 3 Joint Venture only)

\_\_\_\_\_  
 Address as Prequalified

_____ Signature of Witness or Attest	By	_____ Signature of Contractor
_____ Print or type Signer's name		_____ Print or type Signer's name

*If Corporation, affix Corporate Seal*

Date of Execution \_\_\_\_\_

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME**

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

Name of Prequalified Bidder

\_\_\_\_\_

Individual name

Trading and doing business as

\_\_\_\_\_

Full name of Firm

\_\_\_\_\_

Address as Prequalified

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Signature of Prequalified Bidder, Individually

\_\_\_\_\_

Print or type Signer's name

\_\_\_\_\_

Print or type Signer's name

Date of Execution \_\_\_\_\_

**NON-COLLUSION, DEBARMENT AND GIFT BAN CERTIFICATION**

**INDIVIDUAL DOING BUSINESS IN HIS OWN NAME**

The prequalified bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the prequalified bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the prequalified bidder intends to do the work with its own bonafide employees or subcontractors and will not bid for the benefit of another contractor.

By submitting this non-collusion, debarment and gift ban certification, the Contractor is attesting his status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF PREQUALIFIED BIDDER**

Name of Prequalified Bidder \_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Prequalified Bidder, Individually

\_\_\_\_\_  
Print or type Signer's Name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print or type Signer's name

Date of Execution \_\_\_\_\_

## DEBARMENT CERTIFICATION

Conditions for certification:

1. The prequalified bidder shall provide immediate written notice to the Department if at any time the bidder learns that his certification was erroneous when he submitted his debarment certification or explanation filed with the Department, or has become erroneous because of changed circumstances.
2. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this provision, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. A copy of the Federal Rules requiring this certification and detailing the definitions and coverages may be obtained from the Contract Officer of the Department.
3. The prequalified bidder agrees by submitting this form, that he will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in NCDOT contracts, unless authorized by the Department.
4. For Federal Aid projects, the prequalified bidder further agrees that by submitting this form he will include the Federal-Aid Provision titled *Required Contract Provisions Federal-Aid Construction Contract (Form FHWA PR 1273)* provided by the Department, without subsequent modification, in all lower tier covered transactions.
5. The prequalified bidder may rely upon a certification of a participant in a lower tier covered transaction that he is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he knows that the certification is erroneous. The bidder may decide the method and frequency by which he will determine the eligibility of his subcontractors.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this provision. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. Except as authorized in paragraph 6 herein, the Department may terminate any contract if the bidder knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available by the Federal Government.

## DEBARMENT CERTIFICATION

The prequalified bidder certifies to the best of his knowledge and belief, that he and his principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b. of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- e. Will submit a revised Debarment Certification immediately if his status changes and will show in his bid proposal an explanation for the change in status.

If the prequalified bidder cannot certify that he is not debarred, he shall provide an explanation with this submittal. An explanation will not necessarily result in denial of participation in a contract.

Failure to submit a non-collusion affidavit and debarment certification will result in the prequalified bidder's bid being considered non-responsive.

Check here if an explanation is attached to this certification.





**Field**

**Instructions**

*Subgrantee Letterhead / Name & Address Goes Here*

Enter the name and address of the company, firm, governmental entity or subgrantee requesting payment from the North Carolina Department of Transportation

Submit with Invoice To:

Update this section with the name and address of the NCDOT representative that is responsible for processing payment requests for your contracts.

Firm Invoice No. Reference

Enter the invoice number that was submitted to NCDOT that corresponds with the payment information contained on this form.

NCDOT PO / Contract Number  
WBS No. (State Project No.)

Enter the NCDOT Purchase Order or Contract number that corresponds with the information contained on this form.  
Enter the NCDOT WBS element number assigned to this project.

Date of Invoice

Enter the date of the invoice that was submitted for payment.

Signed

Enter the name of the person responsible for the validity of the information contained on this form.

Invoice Line Item Reference

Enter the invoice line item or pay item that the DBE payment information is related to.

Payer Name  
Payer Federal Tax Id

Enter the name of the company, firm, governmental entity or subgrantee that is responsible for paying the DBE subcontractor.  
Enter the Federal Tax Identification number of the Payer (See Payer Name)

Subcontractor / Subconsultant/ Material Supplier Name

Enter the name of the DBE Subcontractor, Subconsultant or Material Supplier that is being paid for goods or services related to the NCDOT PO / Contract Number.

Subcontractor / Subconsultant/ Material Supplier Federal Tax Id  
Amount Paid To Subcontractor / Subconsultant / Material Supplier

Enter the Federal Tax Identification number of the DBE Subcontractor, Subconsultant or Material Supplier that is being paid for goods or services related to the NCDOT PO / Contract Number.  
Enter the amount paid to the DBE Subcontractor, Subconsultant or Material Supplier for the invoice referenced.

This Invoice  
Date Paid To Subcontractor / Subconsultant / Material Supplier This Invoice

Enter the date that the Subcontractor / Subconsultant / Material Supplier was paid for the items referenced on the invoice.

Total Amount Paid to DBE Firms

Enter the total payments made to all DBE Subcontractor / Subconsultant / Material Supplier for the invoice referenced.

**SUBSTITUTE FORM W-9**

**VENDOR REGISTRATION FORM  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

Pursuant to Internal Revenue Service (IRS) Regulations, vendors must furnish their Taxpayer Identification Number (TIN) to the State. If this number is not provided, you may be subject to a 20% withholding on each payment. To avoid this 20% withholding and to insure that accurate tax information is reported to the Internal Revenue Service and the State, please use this form to provide the requested information exactly as it appears on file with the IRS.

**INDIVIDUAL AND SOLE PROPRIETOR: ENTER NAME AS SHOWN ON SOCIAL SECURITY CARD  
CORPORATION OR PARTNERSHIP : ENTER YOUR LEGAL BUSINESS NAME**

**NAME:** \_\_\_\_\_

**MAILING ADDRESS: STREET/PO BOX:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**DBA / TRADE NAME (IF APPLICABLE):** \_\_\_\_\_

**BUSINESS DESIGNATION:**  INDIVIDUAL (use Social Security No.)  SOLE PROPRIETER (use SS No. or Fed ID No.)  
 CORPORATION (use Federal ID No.)  PARTNERSHIP (use Federal ID No.)  
 ESTATE/TRUST (use Federal ID no.)  STATE OR LOCAL GOVT. (use Federal ID No.)  
 OTHER / SPECIFY \_\_\_\_\_

**SOCIAL SECURITY NO.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Social Security #)

**OR**

**FED.EMPLOYER IDENTIFICATION NO.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Employer Identification #)

**COMPLETE THIS SECTION IF PAYMENTS ARE MADE TO AN ADDRESS OTHER THAN THE ONE LISTED ABOVE:**

**REMIT TO ADDRESS: STREET / PO BOX:** \_\_\_\_\_  
**CITY, STATE, ZIP:** \_\_\_\_\_

Participation in this section is voluntary. You are not required to complete this section to become a registered vendor. The information below will in no way affect the vendor registration process and its sole purpose is to collect statistical data on those vendors doing business with NCDOT. If you choose to participate, circle the answer that best fits your firm's group definition.

**What is your firm's ethnicity?** ( Prefer Not To Answer,  African American,  Native American,  Caucasian American,  Asian American,  Hispanic American,  Asian-Indian American,  Other: \_\_\_\_\_ )

**What is your firm's gender?** ( Prefer Not to Answer,  Male,  Female) **Disabled-Owned Business?** ( Prefer Not to Answer,  Yes,  No)

**IRS Certification**

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- 3. I am a U.S. person (including a U.S. resident alien).

**The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. For complete certification instructions please see IRS FORM W-9 at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.**

\_\_\_\_\_  
**NAME (Print or Type)**

\_\_\_\_\_  
**TITLE (Print or Type)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PHONE NUMBER**

To avoid payment delays, completed forms should be returned promptly to:

**NC Department of Transportation  
Fiscal /Commercial Accounts  
1514 Mail Service Center  
Raleigh, North Carolina 27699-1514**

**PHONE (919) 733-3624 FAX (919) 715-3700**



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

CONTRACT:

NAME OF BIDDER:

The undersigned intends to perform work in connection with the above contract upon execution of the bid and subsequent award of contract by the Board of Transportation as:

Name of MBE/WBE/DBE Subcontractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please check all that apply:

Minority Business Enterprise (MBE) \_\_\_\_\_

Women Business Enterprise (WBE) \_\_\_\_\_

Disadvantaged Business Enterprise (DBE) \_\_\_\_\_

The MBE /WBE /DBE status of the above named subcontractor is certified by the North Carolina Department of Transportation. The above named subcontractor is prepared to perform the described work listed on the attached MBE/WBE/DBE Commitment Items sheet, in connection with the above contract upon execution of the bid and subsequent award of contract by the Board of Transportation. The above named subcontractor is prepared to perform the described work at the estimated Commitment Total for Subcontractor Price identified on the MBE/WBE/DBE Commitment Items sheet and amount indicated below.

Commitment Total based on estimated Unit Prices and Quantities on the "attached" MBE/WBE/DBE Commitment Items sheet. Amount \$ \_\_\_\_\_

The above named bidder and subcontractor mutually accepts the Commitment Total estimated for the Unit Prices and Quantities. This commitment total is based on estimated quantities only and most likely will vary up or down as the project is completed. Final compensation will be based on actual quantities of work performed and accepted during the pursuance of work. The above listed amount represents the entire dollar amount quoted based on these estimated quantities. No conversations, verbal agreements, and/or other forms of non-written representations shall serve to add, delete, or modify the terms as stated.

This document shall not serve in any manner as an actual subcontract between the two parties. A separate subcontractor agreement will describe in detail the contractual obligations of the bidder and the MBE/WBE/DBE subcontractor.

**Affirmation**

The above named MBE/ WBE/ DBE subcontractor affirms that it will perform the portion(s) of the contract for the estimated dollar value as stated above.

\_\_\_\_\_  
**Name of MBE/ WBE/ DBE Subcontractor**

\_\_\_\_\_  
**Name of Bidder**

\_\_\_\_\_  
**Signature / Title**

\_\_\_\_\_  
**Signature / Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## Subcontract Approval Form (SAF)

1. Complete the "Subcontract Approval Form" (Form SAF) for the Subcontractor and the 2<sup>nd</sup> Tier Subcontractor on one form. Additional items of work can be entered on the "Subcontract Approval Form Attachment". If there is more than one 2<sup>nd</sup> Tier Subcontractor, the information should be listed on the "Subcontract Approval Form - Additional 2<sup>nd</sup> Tier" (SAF - Additional 2<sup>nd</sup> Tier).
2. Reporting Number is the Fiscal Vendor Number for Contractors and Subcontractors. This number can be found in the NCDOT Directory of Transportation Firms - Prequalified Bidders and Subcontractors. Use the following web address to access the list of Prequalified Bidders and Subcontractors.

<https://partner.ncdot.gov/VendorDirectory/default.html>

Enter the name of your subcontractor and hit "Submit". If the firm is prequalified to perform work for NCDOT, the firm's information will be shown on the screen. Click on the firm's name to access the Reporting Number.

3. If retainage is being withheld for the Subcontractor or 2<sup>nd</sup> Tier Subcontractor place an "X" in the box under the column titled "Retainage."
4. When the proposed Subcontractor or 2<sup>nd</sup> Tier Subcontractor is a certified DBE, MBE, or WBE Subcontractor, select the appropriate certification from the drop down list. When the proposed Subcontractor is not a certified DBE, MBE, or WBE subcontractor, select "NONE" from the drop down list.
5. **Partial Item of Work and Portion of Work**

**Partial Item of Work** is defined as a Subcontractor performing part of the work associated with a line item, such as hauling asphalt or tying steel. The partial item of work should be indicated by the symbol (♦). The work associated with the contract line item to be performed by the Subcontractor shall be identified.

**Portion of Work** is defined as a Subcontractor performing all the work associated with a line item, but only a portion of the contract quantity. An example is grading from Station 225+00 - L- to the end of the project. The portions of work should be indicated by the symbol (●). The physical limits of the sublet quantity shall be identified.

The Contractor may designate a subcontracted item of work as both a portion and a partial. (Example: Contractor is subcontracting hauling of unclassified excavation to multiple trucking contractors.) If the item of work is designated as both a portion and a partial the unit price shall be less than the contract unit price and the quantity shall be less than the contract quantity.

6. Sub or 2<sup>nd</sup> Tier - Designate if the work for the associated line item will be performed by a Subcontractor or a 2<sup>nd</sup> Tier Subcontractor. This must be completed to correctly calculate the Subcontract Amount.
7. Units of Measure (UOM) shown on the Subcontract Approval Form (SAF) shall be the same as those shown in the Department's contract. Any conversions that are necessary to satisfy this requirement shall be the responsibility of the Contractor. The Converted Price (CP) shall be denoted with an asterisk (\*).  
(Examples of converting units of measure can be found in the HiCAMS User Guide, Chapter 2, Section 8A. Use the following link to view the examples.)

<https://connect.ncdot.gov/projects/construction/Pages/HiCAMS-Manual.aspx>

8. DBE/MBE/WBE Unit Price - This unit price should only be completed for DBE/MBE/WBE Subcontractors. Enter a DBE/MBE/WBE Unit Price for the items of work performed by any certified DBE/MBE/WBE. Use the chart below to determine if a DBE/MBE/WBE Unit Price shall be entered for the line item, based on the certification of the firm.

Subcontractor	2nd Tier	Enter DBE/MBE/WBE Unit Price For
Certified	None	Subcontractor
Certified	Certified	Subcontractor
None	Certified	2nd Tier

The DBE/MBE/WBE Unit Price must be the negotiated unit or lump sum price agreed upon between the Contractor and the Subcontractor, **unless the Contractor is entering a Converted Price**. Indicating a Converted Price acknowledges that the price shown is not the actual price, but an approximate value used for calculating the Sublet Amount as reasonably close as possible. It can be higher, lower or equal to the contract bid price.

9. DBE/MBE/WBE Sublet Amount is the DBE/MBE/WBE Unit Price multiplied by the Quantity. For committed firms, the DBE/MBE/WBE Sublet Amount shall be the same or higher than the amount listed in the contract.
10. Subcontract Unit Price - The Subcontract Unit Price must be the same as the contract unit price unless the Subcontractor is performing a partial item of work. When a partial item of work is sublet, the unit price must be less than the contract unit price. When only a portion of the quantity of an item is sublet, the unit price shall be the same as the contract unit price. If an item of work is designated as both a partial and a portion, refer to Item 5 of these instructions. A Subcontract Unit Price must be entered for every line item, including an item of work performed by a DBE/MBE/WBE Subcontractor.
11. The Total Subcontract Amount is the Subcontract Unit Price multiplied by the Quantity.
12. The Subcontract Amount is the amount subcontracted by the Contractor. The amount is used to determine the percent of work performed by the Prime Contractor. (Refer to Article 108-6 of the Standard Specifications for subletting percentages.) The Subcontract Amount is calculated by summing the Total Subcontract Amounts for the Subcontractor. Any items listed on the Attachment sheet for the Subcontractor is also included in the Subcontract Amount. The line items for 2<sup>nd</sup> Tier Subcontractor(s) are not included.
13. When any item requested to be sublet has been previously included in an approved subcontract, the following statement shall be included above the listing of these items: "The following items are being deleted from "Subcontract Request Number \_\_\_\_."
14. The Contractor, Subcontractor and 2<sup>nd</sup> Tier Subcontractor shall sign the original Subcontract Approval Form and the Contractor shall submit the form to the Resident Engineer.

**Sublet Percentages**

**FOR USE BY NCDOT PERSONNEL (for non HiCAMS contracts)**

The following is the process used to calculate the Sublet Percentages after the approval of each subcontract. The fields will not populate, this process should be hand calculated.

(1) Total Original Contract Amount _____	(5) Difference $\{1-(2+3)\}$ _____
(2) Specialty Items Sublet _____	(6) Percent by Prime $\{(1-4)/5\}$ _____
(3) Non-spec. Items Sublet to DBE/MBE/WBE _____	(7) Threshold Check $\{(1-4)/(1-2)\}$ _____
(4) Total Sublet (Grand Total) _____	







**AWARD LIMITS ON MULTIPLE PROJECTS (Paper Bids):**

(4-9-13)

It is the desire of the Proposer to be awarded contracts, the value of which will not exceed a total of \$\_\_\_\_\_, for those projects indicated below on which bids are being opened on the same date as shown in the Proposal Form. Individual projects shall be indicated by placing the project number and county in the appropriate place below. Projects not selected will not be subject to an award limit.

_____ (Project Number)	_____ (County)

\*If a Proposer desires to limit the total amount of work awarded to him in this letting, he shall state such limit in the space provided above in the second line of this form.

It is agreed that in the event that I am (we are) the successful bidder on indicated projects, the total value of which is more than the above stipulated award limits, the Department will award me (us) projects from among those indicated which have a total value not exceeding the award limit and which will result in the best advantage to the Department.

\_\_\_\_\_  
\*\*Signature of Authorized Person

\*\*Only those persons authorized to sign bids in accordance with Subarticle 102-8(A)(8) of the 2012 *Standard Specifications* shall be authorized to sign this form.

**ADDENDA**

ADDENDUM #1

I, \_\_\_\_\_ representing \_\_\_\_\_  
(SIGNATURE)

Acknowledge receipt of Addendum #1.

ADDENDUM #2

I, \_\_\_\_\_ representing \_\_\_\_\_  
(SIGNATURE)

Acknowledge receipt of Addendum #2.

ADDENDUM #3

I, \_\_\_\_\_ representing \_\_\_\_\_  
(SIGNATURE)

Acknowledge receipt of Addendum #3.

**Execution of Contract**

**Contract No: 2021 – 3 Man Crew**

**County: Davidson, Davie, Forsyth, Rowan & Stokes**

ACCEPTED BY THE \_\_\_\_\_

\_\_\_\_\_  
**Proposals Engineer**

\_\_\_\_\_  
Date

EXECUTION OF CONTRACT AND BONDS  
APPROVED AS TO FORM:

\_\_\_\_\_  
**Division Engineer**

\_\_\_\_\_  
Date

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
BID FORM**

**CONTRACT NO.: 2021 - 3-MAN CREW**

**TYPE OF WORK: INSTALLATION AND REPAIR OF CURB, CURB & GUTTER, CONCRETE ISLANDS, CURB  
RAMPS, SIDEWALKS, DRIVEWAYS, CONCRETE PAVED DITCHES, AND PROVIDING THREE (3) MAN  
SKILLED HOURLY CREW**

**DAVIDSON COUNTY**

ITEM	SECT	ITEM DESCRIPTION	QTY*	UNIT	UNIT PRICE	PRICE
1	800	MOBILIZATION	1	EA		
2	800	EMERGENCY CALL BACK MOBILIZATION (SEE SPECIAL PROVISIONS)	1	EA		
3	840	4" CONCRETE APRON (SEE SPECIAL PROVISIONS)	5	SY		
4	846	2' 6" CONCRETE CURB & GUTTER (500 LF & UNDER) STD #846.01	499	LF		
5	846	2' 6" CONCRETE CURB & GUTTER (OVER 500 LF) STD #846.01	1000	LF		
6	846	CURB RAMP (CURB DROP & GUTTER ONLY W/NO RAMP) STD #848	50	EA		
7	846	CURB RAMP (CURB DROP & GUTTER W/RAMP) STD #848	20	EA		
8	SP	CURB RAMP ONLY W/OUT CURB DROP & GUTTER	10	EA		
9	848	4" CONCRETE SIDEWALK STD #848.01	150	SY		
10	848	6" CONCRETE DRIVEWAY STD #848	100	SY		
11	850	4" CONCRETE PAVED DITCHES STD #850.01	50	SY		
12	852	5" MONOLITHIC CONCRETE ISLAND STD #852	100	SY		
13	852	6" MONOLITHIC CONCRETE ISLAND STD #852	100	SY		
14	852	6" CONCRETE APRON FOR DROP INLETS STD #852	10	SY		
15	SP	HIGH EARLY CONCRETE FOR DRIVEWAYS, ISLANDS, ETC. (SEE SPECIAL PROVISIONS)	100	SY		
16	SP	HIGH EARLY CONCRETE FOR CURB, CURB & GUTTER, ETC. (SEE SPECIAL PROVISIONS)	100	LF		
17	SP	THREE (3) MAN SKILLED CREW W/INCIDENTALS	750	HR		
18	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" SIDEWALKS, DRIVEWAYS & ISLANDS	50	SY		
19	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" CURB, CURB & GUTTER	50	LF		
20	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" MASONRY DRAINAGE STRUCTURES	10	LF		
21	838	REINFORCED ENDWALLS	25	CY		
<b>TOTAL BID FOR PROJECT:</b>						

CONTRACTOR: \_\_\_\_\_

ADDRESS \_\_\_\_\_

Federal Identification Number \_\_\_\_\_

Contractor's License Number \_\_\_\_\_

Authorized Agent \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**This bid has been reviewed in accordance with Article 103-1 of the Standard Specifications for Roads and Structures, 2018.**

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer (date)

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer (date)

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
 BID FORM**

**CONTRACT NO.: 2021 - 3-MAN CREW**

**TYPE OF WORK: INSTALLATION AND REPAIR OF CURB, CURB & GUTTER, CONCRETE ISLANDS, CURB  
 RAMPS, SIDEWALKS, DRIVEWAYS, CONCRETE PAVED DITCHES, AND PROVIDING THREE (3) MAN  
 SKILLED HOURLY CREW**

**DAVIE COUNTY**

ITEM	SECT	ITEM DESCRIPTION	QTY*	UNIT	UNIT PRICE	PRICE
1	800	MOBILIZATION	1	EA		
2	800	EMERGENCY CALL BACK MOBILIZATION (SEE SPECIAL PROVISIONS)	1	EA		
3	840	4" CONCRETE APRON (SEE SPECIAL PROVISIONS)	5	SY		
4	846	2' 6" CONCRETE CURB & GUTTER (500 LF & UNDER) STD #846.01	500	LF		
5	846	2' 6" CONCRETE CURB & GUTTER (OVER 500 LF) STD #846.01	2000	LF		
6	846	CURB RAMP (CURB DROP & GUTTER ONLY W/NO RAMP) STD #848	75	EA		
7	846	CURB RAMP (CURB DROP & GUTTER W/RAMP) STD #848	25	EA		
8	SP	CURB RAMP ONLY W/OUT CURB DROP & GUTTER	5	EA		
9	848	4" CONCRETE SIDEWALK STD #848.01	200	SY		
10	848	6" CONCRETE DRIVEWAY STD #848	250	SY		
11	850	4" CONCRETE PAVED DITCHES STD #850.01	100	SY		
12	852	5" MONOLITHIC CONCRETE ISLAND STD #852	150	SY		
13	852	6" MONOLITHIC CONCRETE ISLAND STD #852	150	SY		
14	852	6" CONCRETE APRON FOR DROP INLETS STD #852	25	SY		
15	SP	HIGH EARLY CONCRETE FOR DRIVEWAYS, ISLANDS, ETC. (SEE SPECIAL PROVISIONS)	200	SY		
16	SP	HIGH EARLY CONCRETE FOR CURB, CURB & GUTTER, ETC. (SEE SPECIAL PROVISIONS)	200	LF		
17	SP	THREE (3) MAN SKILLED CREW W/INCIDENTALS	500	HR		
18	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" SIDEWALKS, DRIVEWAYS & ISLANDS	75	SY		
19	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" CURB, CURB & GUTTER	50	LF		
20	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" MASONRY DRAINAGE STRUCTURES	10	LF		
21	838	REINFORCED ENDWALLS	25	CY		
<b>TOTAL BID FOR PROJECT:</b>						

CONTRACTOR:

ADDRESS

Federal Identification Number

Contractor's License Number

Authorized Agent

Title

Signature

Date

Witness

Title

Signature

Date

**THIS SECTION TO BE COMPLETED BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**This bid has been reviewed in accordance with Article 103-1 of the Standard Specifications for Roads and Structures, 2018.**

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer \_\_\_\_\_ (date)

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer \_\_\_\_\_ (date)

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
BID FORM**

CONTRACT NO.: 2021 - 3-MAN CREW

TYPE OF WORK: INSTALLATION AND REPAIR OF CURB, CURB & GUTTER, CONCRETE ISLANDS, CURB  
RAMPS, SIDEWALKS, DRIVEWAYS, CONCRETE PAVED DITCHES, AND PROVIDING THREE (3) MAN  
SKILLED HOURLY CREW

FORSYTH COUNTY

ITEM	SECT	ITEM DESCRIPTION	QTY*	UNIT	UNIT PRICE	PRICE
1	800	MOBILIZATION	1	EA		
2	800	EMERGENCY CALL BACK MOBILIZATION (SEE SPECIAL PROVISIONS)	1	EA		
3	840	4" CONCRETE APRON (SEE SPECIAL PROVISIONS)	5	SY		
4	846	2' 6" CONCRETE CURB & GUTTER (500 LF & UNDER) STD #846.01	500	LF		
5	846	2' 6" CONCRETE CURB & GUTTER (OVER 500 LF) STD #846.01	2000	LF		
6	846	CURB RAMP (CURB DROP & GUTTER ONLY W/NO RAMP) STD #848	75	EA		
7	846	CURB RAMP (CURB DROP & GUTTER W/RAMP) STD #848	25	EA		
8	SP	CURB RAMP ONLY W/OUT CURB DROP & GUTTER	5	EA		
9	848	4" CONCRETE SIDEWALK STD #848.01	200	SY		
10	848	6" CONCRETE DRIVEWAY STD #848	250	SY		
11	850	4" CONCRETE PAVED DITCHES STD #850.01	100	SY		
12	852	5" MONOLITHIC CONCRETE ISLAND STD #852	150	SY		
13	852	6" MONOLITHIC CONCRETE ISLAND STD #852	150	SY		
14	852	6" CONCRETE APRON FOR DROP INLETS STD #852	25	SY		
15	SP	HIGH EARLY CONCRETE FOR DRIVEWAYS, ISLANDS, ETC. (SEE SPECIAL PROVISIONS)	200	SY		
16	SP	HIGH EARLY CONCRETE FOR CURB, CURB & GUTTER, ETC. (SEE SPECIAL PROVISIONS)	200	LF		
17	SP	THREE (3) MAN SKILLED CREW W/INCIDENTALS	500	HR		
18	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" SIDEWALKS, DRIVEWAYS & ISLANDS	75	SY		
19	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" CURB, CURB & GUTTER	50	LF		
20	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" MASONRY DRAINAGE STRUCTURES	10	LF		
21	838	REINFORCED ENDWALLS	25	CY		
<b>TOTAL BID FOR PROJECT:</b>						

CONTRACTOR:

ADDRESS

Federal Identification Number

Contractor's License Number

Authorized Agent

Title

Signature

Date

Witness

Title

Signature

Date

**THIS SECTION TO BE COMPLETED BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**This bid has been reviewed in accordance with Article 103-1 of the Standard Specifications for Roads and Structures, 2018.**

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer \_\_\_\_\_ (date)

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer \_\_\_\_\_ (date)

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
BID FORM**

CONTRACT NO.: 2021 - 3-MAN CREW

TYPE OF WORK: INSTALLATION AND REPAIR OF CURB, CURB & GUTTER, CONCRETE ISLANDS, CURB  
RAMPS, SIDEWALKS, DRIVEWAYS, CONCRETE PAVED DITCHES, AND PROVIDING THREE (3) MAN  
SKILLED HOURLY CREW

ROWAN COUNTY

ITEM	SECT	ITEM DESCRIPTION	QTY*	UNIT	UNIT PRICE	PRICE
1	800	MOBILIZATION	1	EA		
2	800	EMERGENCY CALL BACK MOBILIZATION (SEE SPECIAL PROVISIONS)	1	EA		
3	840	4" CONCRETE APRON (SEE SPECIAL PROVISIONS)	5	SY		
4	846	2' 6" CONCRETE CURB & GUTTER (500 LF & UNDER) STD #846.01	499	LF		
5	846	2' 6" CONCRETE CURB & GUTTER (OVER 500 LF) STD #846.01	1000	LF		
6	846	CURB RAMP (CURB DROP & GUTTER ONLY W/NO RAMP) STD #848	50	EA		
7	846	CURB RAMP (CURB DROP & GUTTER W/RAMP) STD #848	20	EA		
8	SP	CURB RAMP ONLY W/OUT CURB DROP & GUTTER	10	EA		
9	848	4" CONCRETE SIDEWALK STD #848.01	150	SY		
10	848	6" CONCRETE DRIVEWAY STD #848	100	SY		
11	850	4" CONCRETE PAVED DITCHES STD #850.01	50	SY		
12	852	5" MONOLITHIC CONCRETE ISLAND STD #852	100	SY		
13	852	6" MONOLITHIC CONCRETE ISLAND STD #852	100	SY		
14	852	6" CONCRETE APRON FOR DROP INLETS STD #852	10	SY		
15	SP	HIGH EARLY CONCRETE FOR DRIVEWAYS, ISLANDS, ETC. (SEE SPECIAL PROVISIONS)	100	SY		
16	SP	HIGH EARLY CONCRETE FOR CURB, CURB & GUTTER, ETC. (SEE SPECIAL PROVISIONS)	100	LF		
17	SP	THREE (3) MAN SKILLED CREW W/INCIDENTALS	750	HR		
18	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" SIDEWALKS, DRIVEWAYS & ISLANDS	50	SY		
19	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" CURB, CURB & GUTTER	50	LF		
20	SP	REMOVAL/DISPOSAL <u>ONLY</u> "EXISTING" MASONRY DRAINAGE STRUCTURES	10	LF		
21	838	REINFORCED ENDWALLS	25	CY		
<b>TOTAL BID FOR PROJECT:</b>						

CONTRACTOR:

ADDRESS

Federal Identification Number

Contractor's License Number

Authorized Agent

Title

Signature

Date

Witness

Title

Signature

Date

**THIS SECTION TO BE COMPLETED BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**This bid has been reviewed in accordance with Article 103-1 of the Standard Specifications for Roads and Structures, 2018.**

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer \_\_\_\_\_ (date)

Reviewed by \_\_\_\_\_ (date)

Accepted by NCDOT \_\_\_\_\_ Engineer \_\_\_\_\_ (date)

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
 BID FORM**

**CONTRACT NO.: 2021 - 3-MAN CREW**

**TYPE OF WORK: INSTALLATION AND REPAIR OF CURB, CURB & GUTTER, CONCRETE ISLANDS, CURB  
 RAMPS, SIDEWALKS, DRIVEWAYS, CONCRETE PAVED DITCHES, AND PROVIDING THREE (3) MAN  
 SKILLED HOURLY CREW**

**STOKES COUNTY**

ITEM	SECT	ITEM DESCRIPTION	QTY*	UNIT	UNIT PRICE	PRICE
1	800	MOBILIZATION	1	EA		
2	800	EMERGENCY CALL BACK MOBILIZATION (SEE SPECIAL PROVISIONS)	1	EA		
3	840	4" CONCRETE APRON (SEE SPECIAL PROVISIONS)	5	SY		
4	846	2' 6" CONCRETE CURB & GUTTER (500 LF & UNDER) STD #846.01	500	LF		
5	846	2' 6" CONCRETE CURB & GUTTER (OVER 500 LF) STD #846.01	2000	LF		
6	846	CURB RAMP (CURB DROP & GUTTER ONLY W/NO RAMP) STD #848	75	EA		
7	846	CURB RAMP (CURB DROP & GUTTER W/RAMP) STD #848	25	EA		
8	SP	CURB RAMP ONLY W/OUT CURB DROP & GUTTER	5	EA		
9	848	4" CONCRETE SIDEWALK STD #848.01	200	SY		
10	848	6" CONCRETE DRIVEWAY STD #848	250	SY		
11	850	4" CONCRETE PAVED DITCHES STD #850.01	100	SY		
12	852	5" MONOLITHIC CONCRETE ISLAND STD #852	150	SY		
13	852	6" MONOLITHIC CONCRETE ISLAND STD #852	150	SY		
14	852	6" CONCRETE APRON FOR DROP INLETS STD #852	25	SY		
15	SP	HIGH EARLY CONCRETE FOR DRIVEWAYS, ISLANDS, ETC. (SEE SPECIAL PROVISIONS)	200	SY		
16	SP	HIGH EARLY CONCRETE FOR CURB, CURB & GUTTER, ETC. (SEE SPECIAL PROVISIONS)	200	LF		
17	SP	THREE (3) MAN SKILLED CREW W/INCIDENTALS	500	HR		
18	SP	REMOVAL/DISPOSAL <b>ONLY</b> "EXISTING" SIDEWALKS, DRIVEWAYS & ISLANDS	75	SY		
19	SP	REMOVAL/DISPOSAL <b>ONLY</b> "EXISTING" CURB, CURB & GUTTER	50	LF		
20	SP	REMOVAL/DISPOSAL <b>ONLY</b> "EXISTING" MASONRY DRAINAGE STRUCTURES	10	LF		
21	838	REINFORCED ENDWALLS	25	CY		
<b>TOTAL BID FOR PROJECT:</b>						

CONTRACTOR: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

Federal Identification Number	Contractor's License Number
Authorized Agent	Title
Signature	Date
Witness	Title
Signature	Date

**THIS SECTION TO BE COMPLETED BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**This bid has been reviewed in accordance with Article 103-1 of the Standard Specifications for Roads and Structures, 2018.**

Reviewed by		(date)
Accepted by NCDOT	Engineer	(date)
Reviewed by		(date)
Accepted by NCDOT	Engineer	(date)