October 8, 2014

**MEMORANDUM**

TO: Division Engineers

FROM: Division Let Contract Guidance Committee

RE: Revisions to Division Let Contract Guidance Document

The following revisions have been made to the Division Let Contract Guidance document which can be found online at: <https://connect.ncdot.gov/resources/Specifications/DivOpsMaintResources/Division%20Let%20Guidance.pdf>

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| **Page No.** | **Revisions** |
| 13 | Added “with input from the State Contractor Utilization Engineer” to the third sentence of the third paragraph.  Added “Award Letter and Bid Tabulation should be posted to the Connect NCDOT website.” at the end of the fourth paragraph. |
| 14 | Revised entire process for distribution of the Executed Contract. |
| DOC-5 | Updated Task List to reflect $2.5M limit for Division Let projects. |
| DOC-11 | Corrected reference to *Standard Specifications* from 102-16(J) to 102-15(J). |
| DOC-13 | Changed “adequate” to “inadequate” in the second sentence of the first paragraph. |
| DOC-14 | Corrected reference to *Standard Specifications* from 102-16(J) to 102-15(J). |
| DOC-15 | Corrected reference to *Standard Specifications* from 102-16(J) to 102-15(J). |
| DOC-18 | Corrected reference to *Standard Specifications* from 102-16(J) to 102-15(J). |

WBH

Attachment

cc: R. E. Greene, Jr., PE

Division Project Managers

Division Proposals Engineers