



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

January 20, 2004

NOTICE TO: All Prequalified Contractors  
FROM: R.A.Garris, P.E. *R.A. Garris*  
Contract Officer  
Re: Electronic Bid Bond, Non-Collusion Affidavit, and Debarment Certification

As we move toward total electronic bid submittals, we are implementing the following changes effective with the March 16, 2004 formal highway letting.

1. The Department will require an electronic bid bond to be included with each electronic bid submission.
2. In order to comply with Federal and State laws and regulations, an original, properly executed **Non-Collusion Affidavit, and Debarment Certification** must be on file in the Contract Office from each prospective bidder prior to submitting an electronic bid. It will not be necessary that it be submitted with each bid and letting. The **Non-Collusion Affidavit, and Debarment Certification** filed with the Department will be valid for all bids submitted through the December 21, 2004 letting.

Properly executed forms shall be delivered to the Department no later than 5:00 p.m. the day prior to the advertised letting in which you intend to submit your first total electronic bid. Forms may be downloaded from the following web-site:  
([http://www.doh.dot.state.nc.us/preconstruct/highway/dsn\\_srvc/contracts/letting.htm](http://www.doh.dot.state.nc.us/preconstruct/highway/dsn_srvc/contracts/letting.htm)).

The form shall be placed in a sealed envelope with the Contractor name clearly labeled, and delivered to:

Physical Address:  
State Contract Officer  
Design Services Unit  
Century Center Bldg. B  
1020 Birch Ridge Drive  
Raleigh, NC 27610

Mailing Address:  
State Contract Officer  
NC Department of Transportation  
Contracts and Proposals  
1591 Mail Service Center  
Raleigh, NC 27699-1591

We will be formulating procedures for renewal in the near future and will involve the industry as they are developed.

If you have any questions, please do not hesitate to call me at (919) 250-4124.

**MAILING ADDRESS:**  
NC DEPARTMENT OF TRANSPORTATION  
DESIGN SERVICES UNIT  
1591 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1591

TELEPHONE: 919-250-4124  
FAX: 919-250-4127  
**WEBSITE:** [WWW.DOH.DOT.STATE.NC.US](http://WWW.DOH.DOT.STATE.NC.US)

**LOCATION:**  
CENTURY CENTER COMPLEX  
ENTRANCE B15  
1020 BIRCH RIDGE DRIVE  
RALEIGH, NC 27610