



**NORTH CAROLINA OFFICE OF STATE BUDGET & MANAGEMENT
(DISASTER RECOVERY SECTION)**

Addendum -Pre-Bid Meeting Minutes, January 16, 2024

IFB Title: State Disaster Recovery Act Single-Family Reconstruction Project No. IFB TSF18

County: Haywood

Projects No.: FR000000LW

**Dennis and Rebecca Watson, 202 Sonoma Rd., Waynesville, NC 28786
Purchase and Set Up of One (1) Double Wide Mobile Home Unit (MHU)
Within Ninety (90) Days.**

**Bid Opening Date: January 23, 2024, at 2 pm at OSBM-DR Conference Room, Dobbs
Building, Raleigh, NC- Via Call in Only (919)716-0711**

Attendees – (via call-in)

State:

Sabrina Williams, OSBM-DR Project Manager
Kristin Moyle, OSBM-DR Assistant Director
Veronica Patterson, OSBM-DR Senior Project Manager
Diane McGill, OSBM-DR, Administrative Specialist

Contractors:

No call-ins

At 2:05, Sabrina Williams opened the meeting, we are here to discuss: IFB Project No. TSF 18 the Purchase and set up one (1) Double Wide Mobile Home Unit (MHU), within (90) Ninety Days. The home of Dennis and Rebecca Watson, located at 202 Sonoma Rd., Waynesville, NC 28786.

Several points to be highlighted in the bid addendum notes:

1. The instructions for submitting:

Electronic Transmission is the Preferred Delivery Method:

Email in PDF (Image Only/TIFF/JPEG format) to:

OSBM-DR's OSBM-DR Administrative Specialist: diane.mcgill@osbm.nc.gov

Please make every effort to get your bids in by 1:30 pm to allow Diane time to organize them and prepare them for the team. If you do not receive a confirmed receipt from Diane within a reasonable time, please email her to make sure she received. We will take bids up to 2:00 pm.

and original Mail to:

Durwin Jones, Director
Office of State Budget & Management-Disaster Recovery Section
Mail Service Center 20320 Suite 4002
Raleigh, NC 27699-0320

Or

Sabrina Williams, Project Manager
Office of State budget & Management-Disaster Recovery Section
215 N. Main Street
Waynesville, NC 28786
(828) 526-6170 (office)

Please review pages 1-8 for further directions on bid submission.

2. Reminder:

- the bids **are required** to be submitted via email and followed with normal delivery via USPS
There should be no “in-person” delivery of bid packets unless by appointment only with Sabrina Williams (828) 526-6170.
- all bidders **are required** to submit with their completed **Form of Bid Proposal** (page 9),
the **Bid Proposal Signature Page** (page 10). Additional items needed for new builders include submission of
their references/statement of experience and their licensing information.

The meeting was concluded at 2:10 p.m.

Additional questions, please email Sabrina Williams at sabrina.williams@osbm.nc.gov

Approved for Issuance by:

Sabrina Williams
OSBM-DR Project Manager

Sabrina Williams